

| | | | |
|-------------------------------|------|---|--|
| 17.01 | DLLR | 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 Board of Cosmetologists | | | |
| 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. | | | | |
| 89W399 | Registration Files | 612-117 | 3 | 1988 | 50 | 7/2003 | RECYCLE |
| 89W400 | Registration Files | 612-117 | 3 | 1988 | 50 | 7/2003 | RECYCLE |
| 89W401 | Registration Files | 612-117 | 3 | 1988 | 32 | 7/2003 | RECYCLE |
| 89W752 | Registration Files | 612-117 | 3 | 1988 | 18 | 7/2003 | RECYLCE |
| 89W753 | Registration Files | 612-117 | 3 | 1988 | 50 | 7/2003 | RECYCLE |
| 89W1084 | Registration Files | 612-117 | 3 | 1988 | 50 | 7/2003 | RECYCLE |
| 89W1246 | Registration Files | 612-117 | 3 | 1988 | 50 | 7/2003 | RECYCLE |
| 89W1248 | Registration Files | 612-117 | 3 | 1988 | 50 | 7/2003 | RECYCLE |
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| | | | | | | | |

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

| | | |
|---------------------------------------|--|------------------------------------|
| _____ Charlie P Lopez Signature | _____ Records Center Manager Title | _____ December 31, 2003 Date |
|---------------------------------------|--|------------------------------------|

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION STATE BOARD OF COSMETOLOGISTS

AGENCY

DIVISION

Item
No.

Description

Retention

1

HISTORY CARDS:

Maintained for each licensee. Shows names, addresses, schools, registration dates, dates and types of examination, examination dates and grades, license renewal dates, license numbers issued, special notations, credit hours accumulated and earned in schools, Board examination scores, application dates and standing (whether an apprentice or operator).

Retain Permanently.
Transfer periodically
to the State Archives.

2

INSPECTION REPORTS:

Monthly reports maintained for each licensed beauty shop and school showing names and addresses of owners, license numbers issued and names of inspectors.

Retain for five (5)
years, then destroy.

3

REGISTRATION FILE:

Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipts, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees.

Retain for fifteen
(15) years, then destroy.

RECEIVED

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

8-21-91

Date

[Signature]

Signature

[Signature]

Title

NOV. 21 1991

Date

[Signature]

State Archivist

RECORDS TRANSMITTAL AND RECEIPT

(1)

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. 34-06-16 <i>17.01</i> | | ACCESSION NO. <i>89W399</i> | DATE REC'D <i>10-21-88</i> |
| b) AGENCY Department of Licensing & Regulations | | LOCATION - RANGE <i>36</i> SECTION(S) <i>10-11</i> | |
| c) DIVISION/UNIT State Board of Cosmetologists | | | |
| d) MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202 | | RECORDS CENTER MANAGER | |
| e) AGENCY OFFICIAL Eunice R. Alper Executive Director | | PHONE NO. 333-6320 | |
| TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | | | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) | |
| 1-A 2-A 3-A 4-A 5-A 6-A 7-A 8-A 9-A 10-A 11-A 12-A 13-A 14-A 15-A 16-A 17-A 18-A 19-A 20-A 21-A 22-A | <p align="center"><u>REGISTRATION FILE:</u></p> Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipts, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees. | <p><i>15 years</i> <i>Sche # 612-117</i></p> Retain for twenty-five (15) years, then destroy. <i>117</i> <i>Sch. # 612-117</i> <i>Item # 3</i> <i>July 2003</i> <i>Disposal</i> <i>9/03</i> | |
| 00002 - 00199 00201 - 00400 00401 - 00600 00601 - 00776 00780 - 00980 00981 - 01129 01132 - 01281 01282 - 01482 01491 - 01680 01683 - 01875 01876 - 02059 02062 - 02240 02241 - 02399 02402 - 02575 02576 - 02748 02753 - 02913 02914 - 03079 03080 - 03215 03217 - 03385 03387 - 03534 03539 - 03706 03708 - 03903 | | | |

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

RECORDS TRANSMITTAL AND RECEIPT

(2)

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. 34-06-16 | | ACCESSION NO. | DATE REC'D |
| b) AGENCY Department of Licensing & Regulations | | | |
| c) DIVISION/UNIT State Board of Cosmetologists | | LOCATION - RANGE SECTION(S) | NO. OF CU. FT. |
| d) MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202 | | RECORDS CENTER MANAGER | |
| e) AGENCY OFFICIAL PHONE NO. Eunice R. Alper Executive Director 333-6320 | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) | |
| 23-A 24-A 25-A 26-A 27-A 28-A 29-A 30-A 31-A 32-A 33-A 34-A 35-A 36-A 37-A 38-A 39-A 40-A 41-A 42-A 43-A | <p align="center"><u>REGISTRATION FILE:</u></p> Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipts, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees. 03904 - 04080 04083 - 04233 04235 - 04410 04411 - 04569 04570 - 04758 04759 - 04940 04941 - 05109 05113 - 05284 05285 - 05453 05454 - 05622 05623 - 05782 05783 - 05941 05942 - 06095 06096 - 06260 06261 - 06420 06421 - 06588 06592 - 06740 06741 - 06891 06894 - 07062 07063 - 07231 07232 - 07401 | Retain for twenty-five (15) years, then destroy. | |

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RECORDS TRANSMITTAL AND RECEIPT

(3)

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>a) AGENCY CODE 1. 34-06-16</p> | <p>ACCESSION NO.</p> | <p>DATE REC'D</p> |
| <p>b) AGENCY Department of Licensing & Regulations</p> | | |
| <p>c) DIVISION/UNIT State Board of Cosmetologists</p> | <p>LOCATION - RANGE</p> | <p>SECTION(S)</p> |
| <p>d) MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202</p> | <p>NO. OF CU. FT.</p> | |
| <p>e) AGENCY OFFICIAL Eunice R. Alper Executive Director</p> | <p>PHONE NO. 333-6320</p> | <p>RECORDS CENTER MANAGER</p> |
| <p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p> | | |
| <p>2. BOX NUMBERS</p> | <p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p> | <p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)</p> |
| <p>44-A 45-A 46-A 47-A 48-A 49-A 50-A</p> | <p style="text-align: center;"><u>REGISTRATION FILE:</u></p> <p>Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipt, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees.</p> <p>07402 - 07553 07554 - 07767 07768 - 07985 07986 - 08162 08165 - 08310 08312 - 08463 08464 - 08643</p> | <p>Retain for twenty-five (15) years, then destroy.</p> |

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A-36

S-10-11

5 Empties

S-11

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. 34-06-16 17.01 | | ACCESSION NO. 89W400 | DATE REC'D 10-21-88 |
|--|---|--|------------------------|
| b) AGENCY Department of Licensing & Regulations | | LOCATION - RANGE SECTION(S) 43 11-12 | |
| c) DIVISION/UNIT State Board of Cosmetologists | | NO. OF CU. FT. 50 | |
| d) MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202 | | RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| e) AGENCY OFFICIAL PHONE NO. Eunice R. Alper 333-6320 Executive Director | | | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) | |
| 1 - B- 2 - B- 3 - B- 4 - B- 5 - B- 6 - B- 7 - B- 8 - B- 9 - B- 10 - B- 11 - B- 12 - B- 13 - B- 14 - B- 15 - B- 16 - B- 17 - B- 18 - B- 19 - B- 20 - B- 21 - B- 22 - B- 23 - B- | <p style="text-align: center;"><u>REGISTRATION FILE:</u></p> <p>Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipt, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees.</p> 60000 - 60182 60183 - 60380 60381 - 60570 60571 - 60799 60800 - 61020 61021 - 61250 61251 - 61480 61481 - 61715 61716 - 61955 61956 - 62185 62186 - 62399 62400 - 62620 62621 - 62850 62851 - 63065 63066 - 63285 63286 - 63475 63476 - 63699 63700 - 63925 63926 - 64160 64161 - 64395 64396 - 64599 64600 - 64785 64786 - 64965 | Retain for twenty-five (15) years, then destroy. Sch. # 612-69 Item # 3 7/03 DISPOSAL 10/10/03 LJS | |

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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

| | | | |
|--|---|------------------------|---|
| a) AGENCY CODE 1. 34-06-16 | | ACCESSION NO. | DATE REC'D |
| b) AGENCY Department of Licensing & Regulations | | | |
| c) DIVISION/UNIT State Board of Cosmetologists | | LOCATION - RANGE | SECTION(S) NO. OF CU. FT. |
| d) MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202 | | RECORDS CENTER MANAGER | |
| e) AGENCY OFFICIAL Eunice R. Alper Executive Director | | PHONE NO. 333-6320 | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | | 4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL) |
| | <p align="center"><u>REGISTRATION FILE:</u></p> <p>Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipts, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees.</p> | | Retain for two five (15) year, then destroy. |
| 24 - B- 25 - B- 26 - B- 27 - B- 28 - B- 29 - B- 30 - B- 31 - B- 32 - B- 33 - B- 34 - B- 35 - B- 36 - B- 37 - B- 38 - B- 39 - B- 40 - B- 41 - B- 42 - B- 43 - B- 44 - B- 45 - B- | 64966 - 65160 65161 - 65355 65356 - 65580 65581 - 65770 65771 - 65965 65966 - 66160 66161 - 66370 66371 - 66599 66600 - 66755 66756 - 66920 66921 - 67080 67081 - 67250 67251 - 67400 67401 - 67555 67556 - 67710 67711 - 67870 67871 - 68045 68046 - 68195 68196 - 68350 68351 - 68510 68511 - 68665 68666 - 68815 | | 46 - B- 68816 - 68985 47 - B- 68986 - 69165 48 - B- 69166 - 69325 49 - B- 69326 - 69499 50 - B- 69500 - 69655 |

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R-~~34~~ R-43

S-~~11-20~~ S-11-12

6 Empties

S-12

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|--|---|--|
| <p>a) AGENCY CODE 1. 34-06-16 17.01</p> | <p>ACCESSION NO. 89W401</p> | <p>DATE REC'D 10-21-88</p> |
| <p>b) AGENCY Department of Licensing & Regulations</p> | <p>LOCATION - RANGE SECTION(S) NO. OF CU. FT. 37 31 32</p> | |
| <p>c) DIVISION/UNIT State Board of Cosmetologists</p> | | |
| <p>d) MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202</p> | <p>RECORDS CENTER MANAGER</p> | |
| <p>e) AGENCY OFFICIAL Eunice R. Alper <i>Marlene Brown</i> Executive Director 6320 333-6320</p> | <p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p> | |
| <p>2. BOX NUMBERS</p> | <p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p> | <p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL D.)</p> |
| <p>50 - C 49 - C 48 - C 47 - C 46 - C 45 - C 44 - C 43 - C 42 - C 41 - C 40 - C 39 - C 38 - C 37 - C 36 - C 35 - C 34 - C 33 - C 32 - C 31 - C 30 - C 29 - C</p> | <p style="text-align: center;"><u>REGISTRATION FILE:</u></p> <p>Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipts, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees.</p> <p>69656 - 69790 69791 - 69919 69920 - 69999 59799 - 59999 59600 - 59798 59441 - 59599 59056 - 59440 59050 - 59255 58800 - 59049 58550 - 58799 58320 - 58549 58066 - 58319 57829 - 58065 57553 - 57828 57313 - 57552 57069 - 57312 56812 - 57067 56535 - 56811 56336 - 56534 56141 - 56335 55913 - 56140 55694 - 55912</p> | <p><i>Sch # 612-117</i> <i>15 years</i> <i>Retain for twenty five (15) years, then destroy.</i> <i>Sch # 612-117</i> <i>Item # 3</i> <i>7/03</i> <i>Disposal</i> <i>9/03</i></p> |

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. 34-06-16 | | ACCESSION NO. | DATE REC'D |
| b) AGENCY Department of Licensing & Regulations | | LOCATION - RANGE SECTION(S) NO. OF CU. FT. | |
| c) DIVISION/UNIT State Board of Cosmetologists | | | |
| d) MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202 | | RECORDS CENTER MANAGER | |
| e) AGENCY OFFICIAL PHONE NO. Eunice R. Alper 333-6320 Executive Director | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | | 4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOS. |
| 28 - C 27 - C. 26 - C. 25 - C. 24 - C. 23 - C. 22 - C. 21 - C. 20 - C. 19 - C | <p style="text-align: center;"><u>REGISTRATION FILE:</u></p> Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipt, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees. 55494 - 55693 55288 - 55493 55067 - 55287 54832 - 55066 54605 - 54831 54335 - 54604 54088 - 54334 53842 - 54087 53616 - 53841 53359 - 53615 | | Retain for two five (5) year, then destroy. |

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

R-37

S-31

2 Empties

S-31

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | | |
|---|---|---|--|------------------------|
| 1. AGENCY CODE 34-06-16 | | ACCESSION NO. 89W752 | | DATE REC'D 1-27-89 |
| 2. AGENCY Department of Licensing & Regulations | | LOCATION - RANGE 2 | | SECTION(S) 23 |
| 3. DIVISION/UNIT State Board of Cosmetologists | | NO. OF CU. FT. 18 | | RECORDS CENTER MANAGER |
| 4. MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202 | | 5. AGENCY OFFICIAL Eunice R. Alper Executive Director | | |
| 6. PHONE NO. 333-6320 | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | | |
| 7. BOX NUMBERS | 8. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | | 9. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOS) | |
| | <u>REGISTRATION FILE:</u> Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipts, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees. | | Retain for two five (15) year, then destroy. Sch. # 612-6-7 Item # 3 7/2003 Disposal 8-4-03 <i>[Signature]</i> | |
| | 5 - C. 49951 - 50189 4 - C. 49678 - 49950 3 - C. 49370 - 49677 2 - C. 49123 - 49369 1 - C. 48254 - 49122 | | | |
| 10 - C. | 53078 - 53358 | | | |
| 11 - C. | 52843 - 53077 | | | |
| 12 - C. | 52548 - 52842 | | | |
| 13 - C. | 52286 - 52547 | | | |
| 14 - C. | 52032 - 52285 | | | |
| 15 - C. | 51798 - 52031 | | | |
| 16 - C. | 51592 - 51797 | | | |
| 17 - C. | 51385 - 51591 | | | |
| 18 - C. | 51139 - 51384 | | | |
| 19 - C. | 50900 - 51138 | | | |
| 20 - C. | 50643 - 50899 | | | |
| 21 - C. | 50415 - 50642 | | | |
| 22 - C. | 50190 - 50414 | | | |

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R-2

S-23-

11 Empty

S-24

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|---|---|--|
| a) AGENCY CODE 1. 34-06-16 <i>1701</i> | | ACCESSION NO. <i>89W753</i> | DATE REC'D <i>1-27-89</i> |
| b) AGENCY Department of Licensing & Regulations | | LOCATION RANGE <i>6</i> | SECTION NO. <i>25-26</i> |
| c) DIVISION/UNIT State Board of Cosmetologists | | NO. OF CU. FT. <i>50</i> | |
| d) MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202 | | RECORDS CENTER MANAGER | |
| e) AGENCY OFFICIAL Eunice R. Alper Executive Director | | PHONE NO. 333-6320 | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | | 4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL D |
| 1 - D. 2 - D. 3 - D. 4 - D. 5 - D. 6 - D. 7 - D. 8 - D. 9 - D. 10 - D. 11 - D. 12 - D. 13 - D. 14 - D. 15 - D. 16 - D. 17 - D. 18 - D. 19 - D. 20 - D. 21 - D. | <p align="center"><u>REGISTRATION FILE:</u></p> Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipt, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees. | | Retain for twenty five (25) years; then destroy. <i>117</i> <i>Sch # 612-67</i> <i>Item # 3</i> <i>July 2003</i> DISPOSAL <i>9/2/03</i> <i>LJS</i> |
| | 46955 - 48253 46646 - 46954 46371 - 46645 46141 - 46370 45878 - 46140 45618 - 45877 45374 - 45617 45143 - 45373 44804 - 45142 44568 - 44803 44350 - 44567 44175 - 44349 43706 - 44174 43444 - 43705 43150 - 43443 42926 - 43149 42717 - 42925 42500 - 42716 42249 - 42499 41995 - 42248 41721 - 41994 | 22 - D. 41432 - 41720 23 - D. 41186 - 41431 24 - D. 40907 - 41185 25 - D. 40620 - 40906 26 - D. 40343 - 40619 27 - D. 40168 - 40342 28 - D. 39959 - 40167 29 - D. 39728 - 39958 30 - D. 39459 - 39727 31 - D. 39198 - 39457 32 - D. 38925 - 39194 33 - D. 38651 - 38924 34 - D. 38485 - 38646 35 - D. 38223 - 38483 36 - D. 38003 - 38217 37 - D. 36666 - 36994 38 - D. 36410 - 36664 39 - D. 36017 - 36407 40 - D. 35731 - 36015 41 - D. 35442 - 35724 42 - D. 35080 - 35439 | |

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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

| | | | |
|--|---|--|--|
| a) AGENCY CODE 1. 34-06-16 | | ACCESSION NO. | DATE REC'D |
| b) AGENCY Department of Licensing & Regulations | | LOCATION - RANGE SECTION(S) NO. OF CU. FT. | |
| c) DIVISION/UNIT State Board of Cosmetologists | | | |
| d) MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202 | | RECORDS CENTER MANAGER | |
| e) AGENCY OFFICIAL PHONE NO. Eunice R. Alper 333-6320 Executive Director | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | | 4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DA |
| 43 - D. 44 - D. 45 - D. 46 - D. 47 - D. 48 - D. 49 - D. 50 - D. | <p align="center"><u>REGISTRATION FILE:</u></p> Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipt, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees. | | Retain for twenty five (15) years, then destroy. |
| | 34726 - 35079 34466 - 34724 34181 - 34462 33885 - 34170 33601 - 33882 33291 - 33596 33047 - 33290 32766 - 33045 | | |

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

R-6

S-25-26

2 Empties

S-26

RECORDS TRANSMITTAL AND RECEIPT

①

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|---|---|--------------------------------------|
| <p>a) AGENCY CODE 1. 34-06-16 17.01</p> | <p>ACCESSION NO. 89W1084</p> | <p>DATE REC'D 4-19-89</p> |
| <p>b) AGENCY Department of Licensing & Regulations</p> | <p>LOCATION - RANGE 143 SECTION(S) 12-14 NO. OF CU. FT. 50</p> | |
| <p>c) DIVISION/UNIT State Board of Cosmetologists</p> | | |
| <p>d) MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202</p> | <p>RECORDS CENTER MANAGER</p> | |
| <p>e) AGENCY OFFICIAL PHONE NO. Eunice R. Alper 333-6320 Executive Director</p> | <p align="center">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p> | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) |
|---|---|---|
| | <p><u>REGISTRATION FILE:</u></p> <p>Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipts, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees.</p> | <p>612-117 #3</p> <p>Retain for twenty-five (15) years, then destroy.</p> <p>7/03</p> <p>DISPOSAL</p> <p>8/6/03</p> <p><i>[Signature]</i></p> |
| <p>1-E 32471 - 32765</p> <p>2-E 32209 - 32470</p> <p>13-E 31961 - 32208</p> <p>4-E 31767 - 31960</p> <p>5-E 31543 - 31765</p> <p>6-E 31327 - 31540</p> <p>7-E 31142 - 31325</p> <p>8-E 30926 - 31140</p> <p>9-E 30701 - 30925</p> <p>10 -E 30492 - 30700</p> <p>11 -E 30286 - 30487</p> <p>12 -E 30028 - 30285</p> <p>13 -E 29782 - 30027</p> <p>14 -E 29531 - 29781</p> <p>15 -E 29292 - 29530</p> <p>16 -E 29058 - 29288</p> <p>17 -E 28875 - 29056</p> <p>18 -E 28701 - 28872</p> <p>19 -E 28545 - 28699</p> <p>20 -E 28372 - 28543</p> <p>21 -E 28212 - 28370</p> <p>22 -E 28028 - 28211</p> | <p>23-E 27847 - 28024</p> <p>24-E 27685 - 27846</p> <p>25-E 27467 - 27684</p> <p>26-E 27271 - 27466</p> <p>27-E 27037 - 27269</p> <p>28-E 26819 - 27036</p> <p>29-E 26548 - 26818</p> <p>30-E 26246 - 26547</p> <p>31-E 26009 - 26244</p> <p>32-E 25799 - 26008</p> <p>33-E 25522 - 25311</p> <p>34-E 25308 - 25101</p> <p>35-E 25099 - 24930</p> <p>36-E 24929 - 24790</p> <p>37-E 24786 - 24597</p> <p>38-E 24596 - 24352</p> <p>39-E 24348 - 24163</p> <p>40-E 24159 - 23991</p> <p>41-E 23590 - 23401</p> <p>42-E 23990 - 23808</p> <p>43-E 23807 - 23591</p> <p>44-E 23590 - 23401</p> | |

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

PAGE 2 OF 2

BOX NUMBERS

| | | | |
|------|-------|---|-------|
| 45-E | 23398 | - | 23185 |
| 46-E | 23184 | - | 22975 |
| 47-E | 22973 | - | 22765 |
| 48-E | 22761 | - | 22581 |
| 49-E | 22424 | - | 22260 |
| 50-E | 22579 | - | 22425 |

R-143

S-12-14

7 Empties

S-14

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 34-06-16 17.01 | ACCESSION NO. 89W1246 | DATE REC'D 6-16-89 |
| B. DIVISION/UNIT DEPARTMENT OF LICENSING & REGULATIONS | RM CODE 17.01 | |
| C. MAILING ADDRESS STATE BOARD OF COSMETOLOGISTS 501 ST. PAUL PLACE BALTIMORE, MARYLAND 21202 | LOCATION RANGE SECTION(S) 104 25-26 | NO. OF CU. FT. 50 |
| D. PHONE NO. (301) 333-6320 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL EUNICE R. ALPER EXECUTIVE DIRECTOR | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|--|
| | REGISTRATION FILE: Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipt student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees. | 15 years RETAIN FOR TWENTY FIVE (15) YEARS, THEN DESTROY. 612-67117 Item 3 7/03 Disposal 8/6/03 |
| 1-F | 22258-22056 | |
| 2-F | 22250- 21853 | |
| 3-F | 21850-21658 | |
| 4-F | 21657-21438 | |
| 5-F | 21437-21268 | |
| 6-F | 21264-21085 | |
| 7-F | 21084-20901 | |
| 8-F | 20900-20710 | |
| 9-F | 20708-20510 | |
| 10-F | 20509-20331 | |
| 11-F | 20330-20151 | |
| 12-F | 20148-19950 | |
| 13-F | 19948-19780 | |
| 14-F | 19779-19603 | |
| 15-F | 19601-19401 | |

| BOX NUMBERS | DESCRIPTION OF RECORDS |
|-------------|------------------------|
| 16-F | 19400-19240 |
| 17-F | 19239-19104 |
| 18-F | 19100-18907 |
| 19-F | 18898-18725 |
| 20-F | 18724-18550 |
| 21-F | 18547-18401 |
| 22-F | 18400-18253 |
| 23-F | 18252-18046 |
| 24-F | 18045-17901 |
| 25-F | 17897-17740 |
| 26-F | 17739-17600 |
| 27-F | 17598-17352 |
| 28-F | 17349-17201 |
| 29-F | 17200-17074 |
| 30-F | 17072-16935 |
| 31-F | 16933-16670 |
| 32-F | 16769-16601 |
| 33-F | 16594-16431 |
| 34-F | 16430-16301 |
| 35-F | 16299-16170 |
| 36-F | 16169-16035 |
| 37-F | 16034-15860 |
| 38-F | 15859-15701 |
| 39-F | 15700-15550 |
| 40-F | 15549-15400 |
| 41-F | 15399-15230 |
| 42-F | 15226-15070 |
| 43-F | 15069-14900 |
| 44-F | 14898-14765 |
| 45-F | 14764-14601 |
| 46-F | 14600-14441 |
| 47-F | 14440-14301 |
| 48-F | 14300-14175 |
| 49-F | 14174-14050 |
| 50-F | 14047-13901 |

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|--|---|--|
| <p>A. AGENCY 1. 34-06-16 17.01</p> | <p>ACCESSION NO. 89W1248</p> | <p>DATE REC'D 6-16-89</p> |
| <p>B. DIVISION/UNIT DEPARTMENT OF LICENSING & REGULATIONS</p> | <p>RM CODE 17.01</p> | |
| <p>C. MAILING ADDRESS STATE BOARD OF COSMETOLOGISTS 501 ST. PAUL PLACE BALTIMORE, MARYLAND 21202</p> | <p>LOCATION RANGE SECTION(S) 104 26-27</p> | <p>NO. OF CU. FT. 50</p> |
| <p>D. PHONE NO. (301) 333-6320</p> | <p>RECORDS CENTER MANAGER</p> | |
| <p>E. AGENCY OFFICIAL EUNICE R. ALPER EXECUTIVE DIRECTOR</p> | <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p> | |
| <p>2. BOX NUMBERS</p> | <p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p> <p style="text-align: center;"><u>REGISTRATION FILE:</u></p> <p>Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipt student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees.</p> | <p>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</p> <p>15 years RETAIN FOR TWENTY FIVE (25) YEARS, THEN DESTROY. 117 Sch. #612-69 Item #3 July 2003 <u>Disposal</u> 8/6/03</p> |
| <p>1-G 13899 - 13750 2-G 13749 - 13589 3-G 13586 - 13428 4-G 13426 - 13282 5-G 13281 - 13121 6-G 13120 - 12969 7-G 12968 - 12801 8-G 12800 - 12675 9-G 12674 - 12500 10-G 12499 - 12350 11-G 12349 - 12200 12-G 12199 - 12025 13-G 12024 - 11900 14-G 11899 - 11760 15-G 11759 - 11620 16-G 11619 - 11500 17-G 11499 - 11350 18-G 11348 - 11225 19-G 11224 - 11101 20-G 11098 - 11001 21-G 10998 - 10852 22-G 10849 - 10674 23-G 10672 - 10524</p> | | |

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|------|-------|---|-------|
| 24-G | 10523 | - | 10371 |
| 25-G | 10369 | - | 10195 |
| 26-G | 10194 | - | 10035 |
| 27-G | 10034 | - | 9860 |
| 28-G | 9859 | - | 9693 |
| 29-G | 9689 | - | 9516 |
| 30-G | 9515 | - | 9321 |
| 31-G | 9320 | - | 9101 |
| 32-G | 9100 | - | 8940 |
| 33-G | 8938 | - | 8835 |
| 34-G | 8834 | - | 8708 |
| 35-G | 8698 | - | 8644 |
| 36-G | 7000 | - | 70093 |
| 37-G | 70249 | - | 70100 |
| 38-G | 70379 | - | 70250 |
| 39-G | 70510 | - | 70380 |
| 40-G | 70511 | - | 70669 |
| 41-G | 70671 | - | 70740 |
| 42-G | 70741 | - | 70868 |
| 43-G | 70869 | - | 71030 |
| 44-G | 71031 | - | 71169 |
| 45-G | 71170 | - | 71299 |
| 46-G | 71300 | - | 71440 |
| 47-G | 71441 | - | 71570 |
| 48-G | 71571 | - | 71730 |
| 49-G | 71731 | - | 71885 |
| 50-G | 71886 | - | 72051 |

R-104

S-26-27

8 empty

RECEIVED

MAY 18 1989

RECORDS MANAGEMENT
SYSTEM

| | | | |
|---------------------------|------|--|--|
| 17.02 | DLLR | 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 | | | |
| Building & Savings & Loan | | | |
| 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. | | | | |
| 91W1245 | Approvals File | 612-16 | 1 | 1991 | 12 | 7/2003 | RECYCLE |
| 91W1246 | Approvals File | 612-16 | 1 | 1991 | 3 | 7/2003 | RECYCLE |
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I hereby certify that the records listed above were disposed of as indicated

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|---------------------------------------|--|------------------------------------|
| _____ Charlie P Lopez Signature | _____ Records Center Manager Title | _____ December 31, 2003 Date |
|---------------------------------------|--|------------------------------------|

EJ

| | | |
|--|---------------------|--------|
| 91W1245 | | 5-2-91 |
| | | 17.02 |
| RANGE | LOCATION SECTION(S) | NO OF |
| 104 | 17 | 12 |
| RECORDS CENTER MANAGER | | |
| TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | | |

Special Request

A. DIVISION/UNIT
Savings & Loan

C. MAILING ADDRESS
34 Market Place, Suite# 800
Baltimore, M.E. 21202

D. PHONE NO.
301-333-6330

E. AGENCY OFFICIAL
Mr. Louis Reinhardt, Director

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM AND DISPOSAL DATE |
|----------------|---|--|
| 1 | <i>Approvals Files - 1991</i> Reorganization files of 1st Fidelity, Monumental City, Commercial Credit S/L and merger applications of Citizens Alliance. | 612-16-1 12/31/01 |
| 2 | Directors Approvals: Republican, Spartan, Severn United, Woodmoor, Whiteeagle and Wellham Savings and Loan files of Directors approval from Lou Reinhardt's file cabinets. | <i>1/02</i> <i>* Missing Box #1</i> |
| 3 | Directors Approvals and Documentation for LaCorona, Kinsley, Kosciuszko, John Hanson, Hull Street, Hopkins, The Hiss Permanent, Harford Road, Liberty Federal, and Lazeretto Perm. | |
| 4 | Directors Approvals and Documentation for Woodmoor, Perry Hall, York Federal, and Greater Baltimore. | <i>Disposal</i> <i>8/03</i> |
| 5 | Lincoln B/A, Locust Point, Manners, MD Perm., Mt. Vernon Perm., New Michaels, Canton Pulaski, Caroline, Citizens Center, Chevy Chase and Columbo. | |
| 6 | Columbo cont., Columbian, Cowenton, Eastern Home, Ellwood Perm. and First Annapolis. | |
| 7 | First Security, Dorsey B/L, Fork, Garibaldi, Germantown, Glen Burnie S/L, Glenmore Perm., Annapolis Community, Ozark B/L, Ashburton, Arbutus, Atlas, Aztec, Back and Middle River, Bank of Baltimore -- Municipal Applications. | |
| 8 | Midstate S/L, East Avenue, Pleasant Hill Perm., Business Mens B/G U.K B/L, Parkville, Parkwood, Parkville S/L. | |

AGENCY

Financial Regulation

DIVISION/UNIT

Savings & Loan

MAILING ADDRESS

34 Market Place, Suite# 800

Baltimore, M.D. 21202

PHONE NO.

301-333-6330

AGENCY OFFICIAL

Mr. Louis Reinhardt, Director

ADDRESS

LOCATION
RANGE SECTION(S)

NO. OF

RECORDS CENTER MANAGER

TO BE COMPLETED AT
STATE RECORDS MANAGEMENT CENTER

2. BOX
NUMBERS

3. DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

4. DISPOSAL
SCHEDULE, IT
DISPOSAL DA

9 Parkville S/L cont., Presidential S/L, D/B/A Federal, O.K. B/L, Putty Hill Perm., and Republic S/L.

612-16-1
12/31/01

10 Arrow S/L, Center S/L, Chesapeake, Commercial Credit S/L, Concord S/L, Community S/L, Enterprise B/L, First Fidelity, First Guarantee, and First Maryland.

11 Friendship S/L.

12 Maryland Capital S/L, Merritt S/L, Old Court S/L, Phoenix S/L, Ridgeway S/L, Sunrise S/L and Universal S/L.

R-104

S-17

6 Empties

Missing Box #1

EJ

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 170, ANNAPOLIS, MD 21404 (TELEPHONE 410-291-1100)

UNLESS OTHERWISE INDICATED, PLEASE COPY ALL INFORMATION FROM ALL ENTRIES

A. AGENCY
Financial Regulation

B. DIVISION/UNIT
Savings & Loan

C. MAILING ADDRESS
34 Market Place, Suite# 800
Baltimore, M.D. 21202

D. PHONE NO.
301-333-6330

E. AGENCY OFFICIAL
Mr. Louis Reinhardt, Director

| | |
|--|-----------------------------|
| ACQUISITION NO. 91W1246 | DATE REC'D 5-2-91 |
| | BY CODE 17.02 |
| LOCATION RANGE SECTION(S) 104 17 | NO. OF COPIES 3 |
| 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 AND DISPOSAL DATE |
|----------------|--|--|
| 1 | <i>Approvals Files - 1991</i> Yorkridge-Calvert Savings & Loan Director's Approval files | 612-15-1 <u>12/31/02</u> |
| 2 | " " " " | 1/02 |
| 3 | " " " " | <i>Disposal</i> <i>8/03</i> |

| | | | |
|-------------------------------|------|--|---|
| 17.03 | DLLR | 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 | | | |
| Commission of Consumer Credit | | | |
| 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. | | | | |
| 94W480 | Application for Licenses | 612-145 | 3 | 1991 | 14 | 7/2003 | RECYCLE |
| 97W965 | Collection Agency Licensing Files | 612-145 | 3 | 1989 - 1992 | 3 | 7/2003 | RECYCLE |
| 97W966 | Expired Collection Agency Licensing Files | 612-145 | 3 | 1993 | 1 | 7/2003 | RECYCLE |
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I hereby certify that the records listed above were disposed of as indicated

 Charlie P Lopez
 Signature

 Records Center Manager
 Title

 December 31, 2003
 Date

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|-------------------------------|
| A. AGENCY 1. LICENSING & REGULATION | | ACCESSION NO. 94W480 | DATE REC'D 10-13-93 |
| B. DIVISION/UNIT CONSUMER CREDIT | | | RM CODE 17.03 |
| C. MAILING ADDRESS 501 ST. PAUL STREET 13TH FL. BALTIMORE, MD 21202 | | LOCATION RANGE SECTION(S) 102 10 | NO. OF CU. FT. 14 |
| D. PHONE NO. 333-6823 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL LOUIS REINHARDT, DEPUTY DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|--|
| | APPLICATIONS FOR LICENSES - 1991 | |
| 1 | A-1 REALTY-HUNTINGTON MORTGAGE CO. | ¹⁴⁵ 612-113-3 1/2002 Disposal 8/03 |
| 2 | A.G.C.-GREENWICH MORTGAGE | |
| 3 | BENEFICAL-DOMINION BANK SHARES | |
| 4 | CENTRAL MORTGAGE & INV. EXECUTIVE CARS | |
| 5 | DONNELLY MORTGAGE FLEET MORTGAGE | |
| 6 | FAIRFAX MORTGAGE HOUSEHOLD RETAIL SERV. | |
| 7 | FORD CONSUMER-HUNTINGTON MORTGAGE | |

8 Home American Mortgage-
York Bank & Trust

9 I.B.M.-
Prudential Mortgage

10 I.C.M.-
N.C.N.B.

11 National First Mortgage
Seton Investment

12 Rescon Mortgage Service-
York Bank

13 Shearson Lehman-
Trust Bank

14 U.S. Mortgage-
York

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. DLLR | | ACCESSION NO. 97W965 | DATE REC'D 4-16-97 |
| B. DIVISION/UNIT Financial Regulations 34.03.01 Commission of Consumer Credit | | | RM CODE 17.03 |
| C. MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 128 6 | NO. OF CU. FT. 1 |
| D. PHONE NO. 410-333-6830 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL H. Robert Hergenroeder, Commissioner | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| NUMBERS | DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | SCHEDULE ITEM NO. DISPOSAL DATE |
|-------------------------|---|--|
| 4055 19/1 | 1989-1992 Collection Agency Licensing Files (Cab-East) | 612-145, 3. 7/02 DISPOSAL 8/7/03 LJS |

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. DLLR | | ACCESSION NO. 97W966 | DATE REC'D 4-16-97 |
| B. DIVISION UNIT Financial Regulations 34.03.01 Commission of Consumer Credit | | LOCATION RANGE SECTION(S) 128 6 | RM CODE 17.03 |
| C. MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202 | | NO. OF CU. FT. 1 | |
| D. PHONE NO. 410-333-6830 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL H. Robert Hergenroeder, Commissioner | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| NUMBERS | DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | SCHEDULE, ITEM NO., DISPOSAL DATE |
|---------|---|---|
| 1046 | 1993 expired collector agency licensing files J-2 | 612-145, 131 7/03 DISPOSAL 8/7/03 JES |

| | | |
|--|--|--|
| 17.05.02 DLLR Reporting Agency Division of Labor & Industry Maryland Occupational safety and Health Division or Unit | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | Prepare in duplicate Retain one (1) copy and forward original to address at left. |
|--|--|--|

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

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|---------|---|------------------------------|----------|---|-------------------------|---------------------|-----------------------|
| | | Retention Schedule No. | Item No. | | | | |
| 94W934 | MOSH Complaint Files | 612-160 | 2 | 1991 | 4 | 7/2003 | RECYCLE |
| 96W1680 | MOSH Complaint Files | 612-160 | 2 | 1992 | 65 | 7/2003 | RECYCLE |
| 97W865 | Maryland Occupational Safety and Health Discrimination Case Files | 612-160 | 2 | 1996 | 1 | 7/2003 | RECYCLE |
| 99W986 | Annual Survey of Occupational Injuries and Illnesses | 612-160 | 6d | 1996 | 12 | 7/2003 | RECYCLE |
| 00W933 | Annual Survey of Occupational Injuries and Illnesses | 612-160 | 6d | 1997 | 11 | 7/2003 | RECYCLE |
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I hereby certify that the records listed above were disposed of as indicated

| | | |
|---------------------------------------|--|------------------------------------|
| _____ Charlie P Lopez Signature | _____ Records Center Manager Title | _____ December 31, 2003 Date |
|---------------------------------------|--|------------------------------------|

VE

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

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|--------------------------------------|--|---------------------------------|-----------------|
| A. AGENCY <i>Department of</i> | | ACCESSION NO. | DATE REC'D |
| 1. <i>Licensing & Regulation</i> | | <i>94W934</i> | <i>3-24-94</i> |
| B. DIVISION/UNIT | | | RM CODE |
| <i>Labor & Industry (MOSH)</i> | | | <i>17.05.02</i> |
| C. MAILING ADDRESS | | LOCATION | NO. OF CU. FT. |
| <i>501 St. Paul Place</i> | | RANGE | |
| <i>Baltimore, MD 21202</i> | | <i>113</i> | <i>25</i> |
| D. PHONE NO. | | RECORDS CENTER MANAGER | |
| <i>333-4100</i> | | | |
| E. AGENCY OFFICIAL | | TO BE COMPLETED AT | |
| <i>Joseph T. Seidel</i> | | STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| <i>1</i> | <i>MOSH Complaint Files 1991</i> | <i>612 - 137-2</i> |
| <i>2</i> | <i>MOSH Complaint Files 1991</i> | <i>160</i> |
| <i>3</i> | <i>MOSH Complaint Files 1991</i> | <i>JAN. 1, 2002</i> |
| <i>4</i> | <i>MOSH Complaint Files 1991</i> | <i>Disposal</i> |
| | | <i>8/03</i> |

✓ E

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. Dept. of Labor Licensing & Regulation | | ACCESSION NO. 96W1680 | DATE REC'D 6-19-96 |
| B. DIVISION/UNIT Labor and Industry | | | RM CODE 17.05.02 |
| C. MAILING ADDRESS 501 St. Paul Place Baltimore, MD 21202 | | LOCATION RANGE SECTION(S) 169 21-22 | NO. OF CU. FT. 65 |
| D. PHONE NO. 333-4194 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Joe Seidel | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| | See Attached | 612 - 160 2 1/1/2003 DISPOSAL 8/14/03 LJS |

**DEPT. OF LABOR, LICENSING AND REGULATION
DIVISION OF LABOR AND INDUSTRY**

**MOSH-3RD FLOOR
501 St. Paul Place
Baltimore, Maryland 21202**

1992 CASES

| | |
|----------|--------------------------------|
| BOX 1 | B2073-001-92 THRU B2073-030-92 |
| BOX 2 | B2073-031-92 THRU B4535-011-92 |
| BOX 3 | B4535-012-92 THRU B4535-025-92 |
| BOX 4 | B4535-027-92 THRU B4535-045-92 |
| BOX 5 | B4535-046-92 THRU B4535-058-92 |
| BOX 6 | B6396-001-92 THRU B6396-040-92 |
| BOX 7 | B6396-041-92 THRU B9869-036-92 |
| BOX 8 | C3811-001-92 THRU C3811-040-92 |
| BOX 9 | C3811-041-92 THRU C3811-070-92 |
| BOX 10 | C3811-071-92 THRU C3890-025-92 |
| BOX 11 | C6540-001-92 THRU C6540-045-92 |
| BOX 12 | C6540-046-92 THRU C6540-070-92 |
| BOX 13 | C6540-071-92 THRU C6540-104-92 |
| BOX 14 | D5538-001-92 THRU D5538-025-92 |
| BOX 15 | D5538-026-92 THRU D5538-065-92 |
| BOX 16 | D5538-066-92 THRU D5945-009-92 |
| BOX 17 | D5945-024-92 THRU E6485-018-92 |
| BOX 18 | E6485-019-92 THRU E7732-030-92 |
| BOX 18-A | E6485-013-92 THRU E6485-018-92 |
| BOX 19 | E7732-031-92 THRU G5400-022-92 |
| BOX 20 | G5400-023-92 THRU G5400-035-92 |
| BOX 21 | G5400-036-92 THRU G6080-039-92 |
| BOX 22 | H1314-002-92 THRU H2665-044-92 |

PAGE 2
1992 CASES

| | |
|----------|--------------------------------|
| BOX 23 | H2665-045-92 THRU H5691-015-92 |
| BOX 24 | H5691-016-92 THRU J2659-020-92 |
| BOX 25 | J2659-021-92 THRU J2659-065-92 |
| BOX 26 | J2659-066-92 THRU J2659-121-92 |
| BOX 27 | J2659-095-92 THRU K9355-031-92 |
| BOX 28 | K9355-033-92 THRU L4102-030-92 |
| BOX 28-A | L4102-016-92 |
| BOX 29 | L4102-031-92 THRU L4102-069-92 |
| BOX 29-A | L4102-070-92 THRU L4102-090-92 |
| BOX 30 | L4102-091-92 THRU L4608-017-92 |
| BOX 31 | L6804-001-92 THRU M0304-010-92 |
| BOX 32 | M0304-011-92 THRU M0304-045-92 |
| BOX 33 | M0304-046-92 THRU M0304-080-92 |
| BOX 34 | M0304-081-92 THRU M1322-015-92 |
| BOX 35 | M1322-016-92 THRU M1533-030-92 |
| BOX 36 | M1533-031-92 THRU M1533-057-92 |
| BOX 37 | M1533-058-92 THRU M3373-010-92 |
| BOX 38 | M3373-011-92 THRU M7987-020-92 |
| BOX 39 | M7987-021-92 THRU M7987-051-92 |
| BOX 39-A | M7987-052-92 THRU M7987-054-92 |
| BOX 40 | M7987-055-92 THRU M8462-020-92 |
| BOX 41 | M8462-021-92 THRU M8990-030-92 |
| BOX 42 | M8990-031-92 THRU O7348-040-92 |
| BOX 43 | O7348-041-92 THRU P0878-020-92 |
| BOX 44 | P0878-021-92 THRU P2020-010-92 |

PAGE 3
1992 CASES

| | | | |
|--------|--------------|------|--------------|
| BOX 45 | P2020-012-92 | THRU | P2020-045-92 |
| BOX 46 | P2020-047-92 | THRU | R2377-012-92 |
| BOX 47 | R2377-013-92 | THRU | R2653-044-92 |
| BOX 48 | R2653-045-92 | THRU | R2653-065-92 |
| BOX 49 | R2653-066-92 | THRU | R3016-023-92 |
| BOX 50 | R3016-028-92 | THRU | S2550-035-92 |
| BOX 51 | S2550-036-92 | THRU | S2550-080-92 |
| BOX 52 | S2550-081-92 | THRU | S3642-020-92 |
| BOX 53 | S3642-021-92 | THRU | S5157-010-92 |
| BOX 54 | S5157-011-92 | THRU | S5157-052-92 |
| BOX 55 | S5157-053-92 | THRU | S6357-006-92 |
| BOX 56 | S6357-013-92 | THRU | S7435-021-92 |
| BOX 57 | S7435-024-92 | THRU | V2246-010-92 |
| BOX 58 | V2246-011-92 | THRU | V2246-048-92 |
| BOX 59 | V2246-049-92 | THRU | V2246-083-92 |
| BOX 60 | V2246-084-92 | THRU | V2264-086-92 |
| BOX 61 | V3564-001-92 | THRU | V3564-055-92 |
| BOX 62 | V3564-056-92 | THRU | V3564-110-92 |
| BOX 63 | V3564-111-92 | THRU | V7692-013-92 |
| BOX 64 | W2512-001-92 | THRU | W2512-047-92 |
| BOX 65 | W2512-048-92 | THRU | W2512-058-92 |

E ✓

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|-----------------------------|
| A. AGENCY 1. Dept. of Labor, Licensing & Regulation | | ACCESSION NO. 97W865 | DATE REC'D 4-8-97 |
| B. DIVISION/UNIT Division of Labor & Industry/MOSH | | | RM CODE 17.05.02 |
| C. MAILING ADDRESS 501 St. Paul Place Baltimore MD 21202 | | LOCATION RANGE SECTION(S) 123 29 | NO. OF CU. FT. 1 |
| D. PHONE NO. 410-333-4185 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Joyce K. Tapper | | TO BE 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 | MARYLAND OCCUPATIONAL SAFETY AND HEALTH DISCRIMINATION CASE FILES D-001-96 through D-039-96 | ⁻¹⁶⁰ 612- 137 Item No. 3 1/1/02 <i>Disposal</i> <i>9/16/03</i> <i>LJS</i> |

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|--|---|
| A. AGENCY I. 34.04.01 | | ACCESSION NO. 99W986 | DATE REC'D 6-11-99 RM CODE |
| B. DIVISION/UNIT Research and Statistics Unit (MOSH) Labor and Industry | | | 17.05.02 |
| C. MAILING ADDRESS 1100 N. Eutaw Street Room 611 Baltimore, MD 21201 | | LOCATION RANGE SECTION(S) 105 5 | NO. OF CU. FT. 12 |
| D. PHONE NO. (410)767-2371 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Stephen C. Bisson | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | |
| | Annual Survey of Occupational Injuries and Illnesses, 1996 | 612-150 6d January, 2002 | |
| 1 | 000720000 - 042171907 | DISPOSAL MS 7/29/03 | |
| 2 | 042172716 - 042499065 | | |
| 3 | 042499740 - 047507239 | | |
| 4 | 047507297 - 059900999 | | |
| 5 | 060778543 - 080330392 | | |
| 6 | 080331241 - 090552720 | | |
| 7 | 090524257 - 113476172 | | |
| 8 | 113476615 - 124299170 | | |
| 9 | 124301697 - 139824700 | | |
| 10 | 999240301 - 999241230 | | |
| 11 | 999241300 - 999241791 | | |
| 12 | MISCELLANEOUS RECORDS | | |

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| A. AGENCY 1. 34.04.01 | | ACCESSION NO. 00W933 | DATE REC'D 3-13-00 |
|---|--|---|----------------------------------|
| B. DIVISION/UNIT Research and Statistics Unit (MOSH) Labor and Industry | | | RM CODE 17.05.02 |
| C. MAILING ADDRESS 1100 N. Eutaw Street Room 611 Baltimore, MD 21201 | | RANGE 26 | LOCATION SECTION(S) 15 |
| D. PHONE NO. (410)767-2356 | | NO. OF CU. FT. 11 | |
| E. AGENCY OFFICIAL Stephen C. Bisson | | 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 | |
| | Annual Survey of Occupational Injuries and Illnesses, 1997 | 612-160-6d January, 2003 | |
| 1 | 000717696 - 042264815 | DISPOSAL 10/14/03 LJB | |
| 2 | 042264821 - 042567146 | | |
| 3 | 042567209 - 055579810 | | |
| 4 | 055579095 - 076618900 | | |
| 5 | 076624004 - 094193566 | | |
| 6 | 094194185 - 113507269 | | |
| 7 | 113507534 - 132482757 | | |
| 8 | 135166845 - 994240290 | | |
| 9 | 999240309 - 999241191 | | |
| 10 | 999241192 - 999241791 | | |
| 11 | MISCELLANEOUS RECORDS | | |

GS 550-5 (REV. 12/88)

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

| | | | |
|--|------|--|--|
| 17.06 | DLLR | 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 | | | |
| Occupational & Professional Licensing Professional Land Surveyors | | | |
| 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. | | | | |
| 97W1038 | Complaint Files | 612-118 | 3 | 1996 | 3 | 7/2003 | RECYCLE |
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I hereby certify that the records listed above were disposed of as indicated

| | | |
|-----------------|------------------------|-------------------|
| Charlie P Lopez | Records Center Manager | December 31, 2003 |
| Signature | Title | Date |

✓ E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|--|------------------------------|
| A. AGENCY 1. Department of Labor, Licensing & Regulation | | ACCESSION NO. 97W1038 | DATE REC'D 4-28-97 |
| B. DIVISION/UNIT Occupational & Professional Licensing - Professional Land Surveyors | | | RM CODE 17.06 |
| C. MAILING ADDRESS 501 St. Paul Place, Room 902 Baltimore, MD 21202 | | LOCATION RANGE 139 SECTION(S) 18 | NO. OF CU. FT. 3 |
| D. PHONE NO. 410-333-6322 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Pamela J. Edwards | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|--|
| 1-3 | COMPLAINT FILES - 1996 | Schedule No. 612-118 Item No. 3 Jan. 2002 <i>DISPOSAL</i> <i>9/18/03</i> <i>LSJ</i> |

| | |
|-------|---|
| 17.06 | DLLR |
| | Reporting Agency |
| | Occupational & Professional Licensing Board of Architects |
| | Division or Unit |

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

Prepare in duplicate

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

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

| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|---------|--|------------------------------|----------|---|-------------------------|---------------------|-----------------------|
| | | Retention Schedule No. | Item No. | | | | |
| 97W1039 | Complaint Files | 612-122 | 3 | 1996 | 2 | 7/2003 | RECYCLE |
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I hereby certify that the records listed above were disposed of as indicated

| | | |
|---------------------------------------|--|------------------------------------|
| _____ Charlie P Lopez Signature | _____ Records Center Manager Title | _____ December 31, 2003 Date |
|---------------------------------------|--|------------------------------------|

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 375, JESSUP, MD. 20794 (TELEPHONE - 789-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|---|--|---|
| A. AGENCY 1. Department of Labor, Licensing & Regulation | ACCESSION NO. 97W1039 | DATE REC'D 4-28-97 |
| B. DIVISION/UNIT Occupational & Professional Licensing - Board of Architects | RM CODE 17.06 | |
| C. MAILING ADDRESS 501 St. Paul Place, Room 902 Baltimore, MD 21202 | LOCATION RANGE 139 SECTION(S) 18 | NO. OF CU. FT. 2 |
| D. PHONE NO. 410-333-6322 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Pamela J. Edwards | TO BE 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 | COMPLAINT FILES — 1996 | Schedule No. 612-122 Item No. 3 Jan. 2002 DISPOSAL 9/18/03 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

| | | | |
|--|--|---|------------------------------|
| A. AGENCY 1. Department of Labor, Licensing & Regulation | | ACCESSION NO. 97W1040 | DATE REC'D 4-28-97 |
| B. DIVISION/UNIT Occupational & Professional Licensing - Bd. for Public Accountancy | | LOCATION RANGE SECTION(S) 113 30 | RM CODE 17.06 |
| C. MAILING ADDRESS 501 St. Paul Place, Room 902 500 N. Calvert St - 3rd Fl. Baltimore, MD 21202 | | | NO. OF CU. FT. 4 |
| D. PHONE NO. 410-333-6322 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Pamela J. Edwards | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 1-4 | COMPLAINT FILES - 1996 | SCHEDULE NO. 612-121 ITEM NO. 3 JAN. 2002 <i>Disposal</i> <i>8/03</i> |

| | | | |
|-----------------------------|------|--|--|
| 17.06.01 | DLLR | 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 | | | |
| Home Improvement Commission | | | |
| 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. | | | | |
| 96W7160 | Home Improvement Closed Cases | 612-146 | 1 | 1996 | 9 | 7/2003 | RECYCLE |
| 96W1067 | Home Improvement Applications | 612-146 | 1 | 1993 | 21 | 7/2003 | RECYCLE |
| 97W398 | Closed Complaint Cases | 612-146 | 1 | 1997 | 30 | 7/2003 | RECYCLE |
| 97W912 | Closed Complaint Cases | 612-146 | 1 | 1997 | 53 | 7/2003 | RECYCLE |
| 97W913 | Green & Yellow Sheets Files | 612-146 | 1 | 1994 | 9 | 7/2003 | RECYCLE |
| 97W1036 | Closed Complaint Cases | 612-146 | 1 | FY 1997 | 11 | 7/2003 | RECYCLE |
| 97W1037 | Closed Complaint Cases | 612-146 | 1 | 1995 | 8 | 7/2003 | RECYCLE |
| 97W1041 | Renewals | 612-146 | 1 | 1995 | 28 | 7/2003 | RECYCLE |
| 97W1042 | Applications | 612-146 | 1 | 1993 | 1 | 7/2003 | RECYCLE |
| 00W934 | Closed Complaint Cases | 612-146 | 1 | 1999 | 15 | 7/2003 | RECYCLE |
| 00W935 | Closed Complaint Cases | 612-146 | 1 | 1999 | 5 | 7/2003 | RECYCLE |
| 00W169 | Expired Applications | 612-146 | 3 | FY 1999 | 16 | 7/2003 | RECYCLE |
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I hereby certify that the records listed above were disposed of as indicated

| | | |
|---------------------------------------|--|------------------------------------|
| _____ Charlie P Lopez Signature | _____ Records Center Manager Title | _____ December 31, 2003 Date |
|---------------------------------------|--|------------------------------------|

EV

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. HOME IMPROVEMENT COMMISSION | | ACCESSION NO. 96W716 | DATE REC'D 12-6-95 |
| B. DIVISION/UNIT O & P | | | RM CODE 17.06.01 |
| C. MAILING ADDRESS 501 SAINT PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) 36 6 | NO. OF CU. FT. 9 |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE, EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 1 | CASES CLOSED FISCAL YEAR 1996 91-2099 93-681 93-1719 | July 1, 2000 612-146 ITEM 1 <i>Disposal</i> <i>9/03</i> |

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|----------------|
| A. AGENCY 1. HOME IMPROVEMENT COMMISSION | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 SAINT PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE, EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|--|
| 2 | CASES CLOSED FISCAL YEAR 1996 94-1222 94-1192 94-1115 94-25 94-1036 94-902 94-799 94-701 94-341 94-72 | July 1, 2000 612-146 ITEM 21 |

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. HOME IMPROVEMENT COMMISSION | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 SAINT PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE, EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|--|
| 8 | CLOSED COMPLAINTS FISCAL YEAR 1996 94-76 94-397 93-1184 93-1797 93-2259 91-2398 94-709 94-2857 94-2849 94-2835 94-2822 94-2787 94-1707 94-921 | July 1, 2000 612-146 ITEM 21 |

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|----------------|
| A. AGENCY 1. HOME IMPROVEMENT COMMISSION | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 St. Paul Place Room 801 Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3087 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | |
| 9 | CLOSED COMPLAINTS FISCAL YEAR 1996 93-2183 92-1063 92-874 | July 1, 2000 612-68 Item 2 / | |

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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| A. AGENCY 1. MARYLAND HOME IMPROVEMENT COMM. | | ACCESSION NO. 96W1067 | DATE REC'D 3-11-96 |
| B. DIVISION/UNIT O & P | | | RM CODE 17-06-01 |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) 51 34-35 | NO. OF CU. FT. 21 |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 1 | APPLICATIONS A-BAR 6/93 | July 1, 2003 612-146 Item 1 DISPOSAL 10/8/03 LSS |

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|--|----------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE | |
| 2 | APPLICANTIONS BEC-BOW | July 1, 2003 612-146 Item 1 | |

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|----------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 1ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 3 | APPLICATIONS BOW-CAPP | July 1, 2003 612-146 Item 1 |

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|----------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | |
| 4 | APPLICATIONS CAPP-COL | July 1, 2003 612-146 Item 1 | |

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 HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | |
| 20 | APPLICATIONS Veit-Wilson | July 1, 2003 612-146 Item 1 | |

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|---|---|----------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | |
| 21 | APPLICATIONS Wilson-Zurrin | July 1, 2003 612-146 Item 1 | |

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT. COMM. | | ACCESSION NO. 97W398 | DATE REC'D 10-8-96 |
| B. DIVISION/UNIT O & P | | RM CODE 17.06.01 | |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) 37 6 | NO. OF CU. FT. 30 |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 1 | CLOSED COMPLAINTS FISCAL YEAR 1997. 79-0347 88-0346 87-2033 88-0382 87-2046 88-0393 87-2073 88-0394 87-2131 88-0407 87-2133 88-0417 87-2165 88-0422 87-2230 88-0455 87-2378 88-0538 87-2382 88-0550 87-2420 88-0554 87-2450 88-0560 87-2462 88-0562 87-2511 88-0640 87-2514 88-642 87-2540 88-0644 87-2581 88-0668 87-2584 88-0685 87-2588 88-0688 87-2623 88-0692 88-0019 88-0693 88-0052 88-0694 88-0053 88-0696 88-0089 88-0697 88-0102 88-0723 88-0218 88-0726 88-0259 88-0759 88-0313 88-0799 88-0321 88-0817 88-0345 | 612-146 Item 1 July 1, 2001 <i>Disposal</i> <i>9/03</i> |

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|--|---------------|---|
| AGENCY MARYLAND HOME IMPROVEMENT COMM. DIVISION/UNIT O & P MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 PHONE NO. 333-3089 AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | ACCESSION NO. | DATE REC'D RM CODE LOCATION RANGE SECTION(S) NO. OF CU. FT. RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER |
|--|---------------|---|

| BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|-------------|--|---|
| 2 | CLOSED COMPLAINTS FISCAL YEAR 1997. 88-0818 88-1361 88-0820 88-1389 88-0821 88-1459 88-0885 88-1464 88-0891 88-1469 88-0910 88-1497 88-0911 88-1524 88-0912 88-1525 88-0999 88-1527 88-1030 88-1533 88-1031 88-1534 88-1033 88-1536 88-1036 88-1601 88-1080 88-1657 88-1101 88-1807 88-1102 88-1808 88-1103 88-1831 88-1162 88-1833 88-1166 88-1839 88-1167 88-1840 88-1170 88-1856 88-1171 88-1876 88-1224 88-1880 88-1226 88-1236 88-1259 88-1263 88-1295 88-1328 88-1360 | 612-146 Item 1 July 1, 2001 |

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
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| A. AGENCY 1. MARYLAND HOME IMPROVEMENT. COMM. | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 3 | CLOSED COMPLAINTS FISCAL YEAR 1997. 88-1905 88-2734 88-1908 88-2738 88-1917 88-2764 88-1919 88-2792 88-1976 88-2814 88-2030 88-2826 88-2036 88-2832 88-2065 88-2897 88-2072 88-2930 88-2084 88-2951 88-2094 88-2997 88-2105 88-2999 88-2198 88-3004 88-2224 88-3181 88-2228 88-3194 88-2231 88-3204 88-2233 88-3205 88-2282 88-3224 88-2309 88-3252 88-2328 88-3253 88-2342 88-3255 88-2433 88-3257 88-2447 88-3258 88-2506 88-3259 88-2526 88-2546 88-2553 88-2613 88-2708 88-2710 88-2731 | 612-146 Item 1 July 1, 2001 |

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
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| A. AGENCY 1. MARYLAND HOME IMPROVEMENT. COMM. | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 28 | CLOSED COMPLAINTS FISCAL YEAR 1997. 92-2755 92-2763 92-2764 92-2765 92-2772 92-2786 92-2809 92-2810 92-2811 92-2812 92-2817 | 612-146 Item 1 July 1, 2001 |

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|----------------|
| A. AGENCY MARYLAND HOME IMPROVEMENT COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 29 | CLOSED COMPLAINTS FISCAL YEAR 1997. 94-1839 93-1808 90-3434 94-2207 94-1458 94-2630 92-0823 94-838 | 612-146 Item 1 July 1, 2001 |

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|----------------|
| A. AGENCY MARYLAND HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 30 | CLOSED COMPLAINTS FISCAL YEAR 1997. 94-1174 92-0037 93-2528 92-1647 | 612-146 Item 1 July 1, 2001 |

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 HOME IMPROVEMENT. COMM. | | ACCESSION NO. 97W912 | DATE REC'D 4-9-97 |
| B. DIVISION/UNIT O & P | | | RM CODE 17.06.01 |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) 102 23-24 | NO. OF CU. FT. 53 |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 1 | CLOSED COMPLAINTS FISCAL YEAR 1997. 90-2873 93-1486 94-1008 94-1747 94-2145 94-1842 94-2839 94-2323 94-2637 | 612-146 Item 1 July 1, 2001 <i>Disposal 8/5/03</i> |

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 HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 2 | CLOSED COMPLAINTS FISCAL YEAR 1997. 94-1816 94-1228 94-1584 94-1617 94-2742 94-2337 94-829 | 612-146 Item 1 July 1, 2001 |

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 HOME IMPROVEMENT COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 3 | CLOSED COMPLAINTS FISCAL YEAR 1997. 94-1492 93-2239 94-2778 94-0900 94-2323 94-140 94-1397 | 612-146 Item 1 July 1, 2001 |

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 HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 4 | CLOSED COMPLAINTS FISCAL YEAR 1997. 93-604 93-83 94-2237 | 612-146 Item 1 July 1, 2001 |

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 HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 5 | CLOSED COMPLAINTS FISCAL YEAR 1997. 95-0001 95-0029 95-0002 95-0030 95-0003 95-0027 95-0004 95-0031 95-0005 95-0032 95-0006 95-0007 95-0008 95-0009 95-0010 95-0011 95-0012 95-0013 95-0014 95-0015 95-0016 95-0017 95-0018 95-0019 95-0020 95-0021 95-0022 95-0023 95-0024 95-0025 95-0026 95-0028 | 612-146 Item 1 July 1, 2001 |

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 HOME IMPROVEMENT COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 6 | CLOSED COMPLAINTS FISCAL YEAR 1997. 95-0040 95-0076 95-0042 95-0077 95-0043 95-0078 95-0045 95-0079 95-0047 95-0080 95-0048 95-0081 95-0052 95-0082 95-0053 95-0083 95-0054 95-0084 95-0055 95-0085 95-0056 95-0057 95-0058 95-0059 95-0060 95-0061 95-0062 95-0063 95-0064 95-0065 95-0066 95-0067 95-0068 95-0069 95-0070 95-0071 95-0072 95-0073 95-0074 95-0075 | 612-146 Item 1 July 1, 2001 |

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 HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE, DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 7 | CLOSED COMPLAINTS FISCAL YEAR 1997. 95-0086 95-0088 95-0089 95-0090 95-0091 95-0092 95-0093 95-0094 95-0095 95-0097 95-0099 95-0100 95-0101 95-0114 95-0115 95-0116 95-0118 95-0120 95-0121 95-0122 95-0123 95-0126 95-0131 95-0133 95-0134 95-0136 95-0138 95-0139 95-0137 | 612-146 Item 1 July 1, 2001 |

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 HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE, DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|-----------------|--|---|
| 48 | CLOSED COMPLAINTS FISCAL YEAR 1997. | 612-146 Item 1 |
| | 95-3024 95-3052 95-3089 | July 1, 2001 |
| | 95-3027 95-3056 95-3091 | |
| | 95-3029 95-3057 95-3092 | |
| | 95-3030 95-3059 95-3097 | |
| | 95-3031 95-3061 | |
| | 95-3033 95-3062 | |
| | 95-3034 95-3063 | |
| | 95-3035 95-3064 | |
| | 95-3036 95-3066 | |
| | 95-3037 95-3065 | |
| | 95-3038 95-3067 | |
| | 95-3039 95-3068 | |
| | 95-3040 95-3069 | |
| | 95-3042 95-3070 | |
| | 95-3043 95-3071 | |
| | 95-3044 95-3072 | |
| | 95-3045 95-3073 | |
| | 95-3046 95-3074 | |
| | 95-3047 95-3075 | |
| 95-3048 95-3078 | | |
| 95-3049 95-3079 | | |
| 95-3050 95-3080 | | |
| 95-3051 95-3081 | | |
| | 95-3083 | |
| | 95-3084 | |
| | 95-3085 | |
| | 95-3086 | |
| | 95-3087 | |

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 HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. F |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | |
| 49 | CLOSED COMPLAINTS FISCAL YEAR 1997. 95-713 93-1685 95-385 95-633 | 612-146 Item 1 July 1, 2001 | |

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 HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE, DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO DISPOSAL DATE |
|----------------|---|---|
| 50 | CLOSED COMPLAINTS FISCAL YEAR 1997. 91-138 94-1802 94-2742 95-2384 95-2261 95-2634 95-1912 | 612-146 Item 1 July 1, 2001 |

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 HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE, DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE |
|----------------|--|--|
| 51 | CLOSED COMPLAINTS FISCAL YEAR 1997. 95-786 95-1897 95-1915 91-1276 95-649 | 612-146 Item 1 July 1, 2001 |

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|--|--|-------------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT. COMM. | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | LOCATION RANGE SECTION(S) | NO. OF CU. |
| D. PHONE NO. 333-3089 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE, DIRECTOR | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 52 | CLOSED COMPLAINTS FISCAL YEAR 1997. 95-2443 95-2674 95-352 94-2818 94-2514 95-2032 95-2137 94-2204 95-797 | 612-146 Item 1 July 1, 2001 |

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|--|--|---------------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT. COMM. | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | RM CODE |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | LOCATION RANGE SECTION(S) | NO. OF CU. F |
| D. PHONE NO. 333-3089 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 53 | CLOSED COMPLAINTS FISCAL YEAR 1997. 95-1729 94-1731 94-2153 95-3096 95-2477 95-2445 95-2714 94-1929 | 612-146 Item 1 July 1, 2001 |

E ✓

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 HOME IMPROVEMENT COMM. | | ACCESSION NO. 97W913 | DATE REC'D 4-9-97 |
| B. DIVISION/UNIT O & P | | | RM CODE 17.06.01 |
| C. MAILING ADDRESS 501 ST. PAUL PLACE ROOM 801 BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) 8 4 | NO. OF CU. FT. 9 |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 1 | GREEN SHEETS & YELLOW SHEETS 1-2199 | 612-146 Item 1 July 1, 2003 |
| 2 | 1400-1599 & 2200-2299 | <p><i>Disposal</i></p> <p>7/2/03</p> <p><i>[Signature]</i></p> |
| 3 | 1-2799 | |
| 4 | 1-1000 | |
| 5 | 1001-1800 | |
| 6 | 1801-2800 | |
| 7 | Yellow Sheets | |
| 8 | Yellow Sheets | |
| 9 | Green Sheets 94-1600 - 94-2800 | |

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

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT COMM. | | ACCESSION NO. 97W1036 | DATE REC'D 4-28-97 |
| B. DIVISION/UNIT O & P | | | RM CODE 17.06.01 |
| C. MAILING ADDRESS 500 N. Calvert Street 3Rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 168 22 | NO. OF CU. FT. 11 |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY: SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 1 | CLOSED COMPLAINTS FISCAL YEAR 1997 95-2322 95-1964 95-3094 95-2369 95-1102 95-2524 95-2421 95-2318 95-2459 95-1222 95-3016 | 612-146 Item 1 July 1, 2001 DISPOSAL 8/14/03 LJ |

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 753-1373)
RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|-------------------------------------|--|---|----------------|
| A. AGENCY | | ACCESSION NO. | DATE REC'D |
| 1. MARYLAND HOME IMPROVEMENT. COMM. | | | RM CODE |
| 3. DIVISION/UNIT | | | |
| O & P | | | |
| C. MAILING ADDRESS | | LOCATION | |
| 500 N. Calvert Street | | RANGE | SECTION(S) |
| 3rd Floor | | | |
| Baltimore, Maryland 21202 | | | NO. OF CU. FT. |
| D. PHONE NO. | | RECORDS CENTER MANAGER | |
| 333-3089 | | | |
| E. AGENCY OFFICIAL | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|--|
| 2 | <p>CLOSED COMPLAINTS FISCAL YEAR 1997</p> <p>95-943 95-2591 95-3093 95-1820 95-2767 95-2719 95-2965</p> | <p>612-146 Item 1 July 1, 2001</p> |

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. MARYLAND HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 500 N. Calvert Street 3rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 10 | CLOSED COMPLAINTS FISCAL YEAR 1997 95-2853 95-2207 95-600 94-1350 95-1423 95-1253 95-2281 95-1234 95-1307 | 612-146 Item 1 July 1, 2001 |

RECORDS TRANSMITTAL AND RECEIPT

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|----------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 500 N. Calvert Street 3Rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 11 | CLOSED COMPLAINTS FISCAL YEAR 1997 94-633 92-2177 92-1440 | 612-146 Item 1 July 1, 2001 |

RECORDS TRANSMITTAL AND RECEIPT

E ✓

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT. COMM. | | ACCESSION NO. 97W1037 | DATE REC'D 4-28-97 |
| B. DIVISION/UNIT O & P | | | RM CODE 17.06.01 |
| C. MAILING ADDRESS 500 N. Calvert Street 3rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 168 22 | NO. OF CU. FT. 8 |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|---|---|--------|--------|-------|--------|--------|-------|--------|--------|-------|--------|--------|-------|--------|--------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|--------|--------|--|--------|--------|--|--------|--------|--|--------|--------|--|--------|--------|--|--------|--------|--|--|
| 1 | 95 70's Cases Closed <table border="0"> <tr><td>95-33</td><td>95-176</td><td>95-235</td></tr> <tr><td>95-35</td><td>95-177</td><td>95-236</td></tr> <tr><td>95-38</td><td>95-179</td><td>95-237</td></tr> <tr><td>95-44</td><td>95-180</td><td>95-238</td></tr> <tr><td>95-46</td><td>95-181</td><td>95-239</td></tr> <tr><td>95-98</td><td>95-186</td><td>95-241</td></tr> <tr><td>95-103</td><td>95-187</td><td>95-242</td></tr> <tr><td>95-104</td><td>95-188</td><td>95-245</td></tr> <tr><td>95-105</td><td>95-189</td><td>95-250</td></tr> <tr><td>95-108</td><td>95-190</td><td>95-338</td></tr> <tr><td>95-109</td><td>95-191</td><td>95-339</td></tr> <tr><td>95-110</td><td>95-192</td><td>95-341</td></tr> <tr><td>95-111</td><td>95-194</td><td>95-343</td></tr> <tr><td>95-112</td><td>95-200</td><td>95-344</td></tr> <tr><td>95-117</td><td>95-218</td><td>95-345</td></tr> <tr><td>95-119</td><td>95-219</td><td>95-353</td></tr> <tr><td>95-125</td><td>95-220</td><td>95-361</td></tr> <tr><td>95-127</td><td>95-221</td><td>95-365</td></tr> <tr><td>95-129</td><td>95-222</td><td>95-398</td></tr> <tr><td>95-130</td><td>95-223</td><td>95-399</td></tr> <tr><td>95-132</td><td>95-224</td><td>95-400</td></tr> <tr><td>95-135</td><td>95-225</td><td></td></tr> <tr><td>95-142</td><td>95-226</td><td></td></tr> <tr><td>95-167</td><td>95-227</td><td></td></tr> <tr><td>95-170</td><td>95-228</td><td></td></tr> <tr><td>95-172</td><td>95-229</td><td></td></tr> <tr><td>95-173</td><td>95-230</td><td></td></tr> <tr><td>95-175</td><td>95-232</td><td></td></tr> </table> | 95-33 | 95-176 | 95-235 | 95-35 | 95-177 | 95-236 | 95-38 | 95-179 | 95-237 | 95-44 | 95-180 | 95-238 | 95-46 | 95-181 | 95-239 | 95-98 | 95-186 | 95-241 | 95-103 | 95-187 | 95-242 | 95-104 | 95-188 | 95-245 | 95-105 | 95-189 | 95-250 | 95-108 | 95-190 | 95-338 | 95-109 | 95-191 | 95-339 | 95-110 | 95-192 | 95-341 | 95-111 | 95-194 | 95-343 | 95-112 | 95-200 | 95-344 | 95-117 | 95-218 | 95-345 | 95-119 | 95-219 | 95-353 | 95-125 | 95-220 | 95-361 | 95-127 | 95-221 | 95-365 | 95-129 | 95-222 | 95-398 | 95-130 | 95-223 | 95-399 | 95-132 | 95-224 | 95-400 | 95-135 | 95-225 | | 95-142 | 95-226 | | 95-167 | 95-227 | | 95-170 | 95-228 | | 95-172 | 95-229 | | 95-173 | 95-230 | | 95-175 | 95-232 | | 612-146 Item 1 July 1, 2001 DISPOSAL 8/14/03 LIS |
| 95-33 | 95-176 | 95-235 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-35 | 95-177 | 95-236 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-38 | 95-179 | 95-237 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-44 | 95-180 | 95-238 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-46 | 95-181 | 95-239 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-98 | 95-186 | 95-241 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-103 | 95-187 | 95-242 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-104 | 95-188 | 95-245 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-105 | 95-189 | 95-250 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-108 | 95-190 | 95-338 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-109 | 95-191 | 95-339 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-110 | 95-192 | 95-341 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-111 | 95-194 | 95-343 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-112 | 95-200 | 95-344 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-117 | 95-218 | 95-345 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-119 | 95-219 | 95-353 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-125 | 95-220 | 95-361 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-127 | 95-221 | 95-365 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-129 | 95-222 | 95-398 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-130 | 95-223 | 95-399 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-132 | 95-224 | 95-400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-135 | 95-225 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-142 | 95-226 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-167 | 95-227 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-170 | 95-228 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-172 | 95-229 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-173 | 95-230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95-175 | 95-232 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|----------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 500 N. Calvert Street 3rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE. ITEM NO.. DISPOSAL DATE |
|----------------|--|---|
| 2 | 95 70's Cases Closed 95-402 95-492 95-615 95-403 95-493 95-617 95-404 95-494 95-636 95-407 95-502 95-653 95-409 95-506 95-656 95-410 95-510 95-657 95-411 95-516 95-658 95-413 95-518 95-659 95-414 95-524 95-660 95-415 95-538 95-662 95-435 95-539 95-664 95-437 95-546 95-666 95-441 95-551 95-667 95-444 95-552 95-668 95-447 95-554 95-672 95-449 95-555 95-674 95-451 95-563 95-675 95-455 95-565 95-676 95-456 95-566 95-677 95-457 95-575 95-678 95-459 95-607 95-679 95-460 95-608 95-680 95-484 95-609 95-681 95-487 95-610 95-488 95-611 95-489 95-612 95-490 95-613 95-491 95-614 | 612-146 Item 1 July 1, 2001 |

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|----------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT. COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 500 N. Calvert Street 3rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 3 | 95 70's Cases Closed 95-732 95-911 95-1014 95-733 95-912 95-1043 95-735 95-913 95-1046 95-738 95-914 95-1048 95-739 95-916 95-1049 95-741 95-920 95-1053 95-743 95-921 95-1054 95-745 95-923 95-1057 95-747 95-924 95-1056 95-748 95-932 95-1060 95-760 95-937 95-1061 95-765 95-940 95-1065 95-766 95-941 95-1071 95-767 95-942 95-1073 95-769 95-944 95-1076 95-770 95-963 95-1078 95-793 95-965 95-1080 95-801 95-967 95-1081 95-803 95-977 95-804 95-989 95-876 95-992 95-880 95-995 95-881 95-997 95-902 95-999 95-903 95-1001 95-905 95-1002 95-907 95-1003 95-908 95-1004 | 612-146 Item 1 July 1, 2001 |

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|----------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 500 N. Calvert Street 3Rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 7 | 95 70's Cases Closed 95-2551 95-2655 95-2779 95-2552 95-2657 95-2780 95-2553 95-2659 95-2781 95-2554 95-2663 95-2782 95-2555 95-2691 95-2785 95-2556 95-2692 95-2789 95-2584 95-2693 95-2791 95-2596 95-2694 95-2793 95-2597 95-2696 95-2798 95-2600 95-2698 95-2799 95-2605 95-2699 95-2802 95-2606 95-2702 95-2803 95-2607 95-2703 95-2805 95-2609 95-2704 95-2806 95-2611 95-2705 95-2807 95-2612 95-2706 95-2808 95-2613 95-2707 95-2809 95-2614 95-2709 95-2816 95-2616 95-2710 95-2820 95-2617 95-2753 95-2822 95-2618 95-2754 95-2823 95-2619 95-2755 95-2620 95-2756 95-2621 95-2757 95-2649 95-2758 95-2651 95-2759 95-2653 95-2760 95-2654 95-2777 | 612-146 Item 1 July 1, 2001 |

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|----------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 500 N. Calvert Street 3rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 8 | 95 70's Cases Closed 95-2825 95-2958 95-2826 95-2968 95-2828 95-2969 95-2870 95-2970 95-2880 95-2971 95-2893 95-2990 95-2898 95-2994 95-2899 95-2996 95-2900 95-2998 95-2902 95-2999 95-2903 95-3041 95-2904 95-3090 95-2906 95-3095 95-2907 95-2909 95-2910 95-2911 95-2944 95-2945 95-2946 95-2947 95-2949 95-2950 95-2951 95-2953 95-2954 95-2955 95-2956 | 612-146 Item 1 July 1, 2001 |

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

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT COMM. | | ACCESSION NO. 97W1041 | DATE REC'D 4-28-97 |
| B. DIVISION/UNIT O & P | | | RM CODE 17-06-01 |
| C. MAILING ADDRESS 500 N. Calvert Street 3rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 48 24 | NO. OF CU. FT. 28 |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| | 95-97 RENEWALS BY BATCH NUMBER | |
| 1 | 3000-3019 | 612-146 Item 1 July 1, 2003 <i>DISPOSAL</i> <i>10/26/03</i> <i>LJS</i> |
| 2 | 3020-3058 | |
| 3 | 3059-3099 | |
| 3a | 3100-3130 | |
| 3b | 3131-3199 | |
| 4 | 3149-3199 | |
| 4b | 3200 | |
| 5 | 3200-3246 | |
| 6 | 3247-3279 | |
| 7 | 3280-3308 | |
| 8 | 3309-3339 | |
| 9 | 3340-3369 | |
| 10 | 3370-3399 | |
| 11 | 3400-3429 | |
| 12 | 3430-3459 | |
| 13 | 3460-3488 | |
| 14 | 3489-3518 | |
| 15 | 3519-3542 | |
| 16 | 3543-3575 | |
| 17 | 3576-3599 | |
| 18 | 3600-3637 | |
| 19 | 3638-3667 | |
| 20 | 3668-3699 | |
| 21 | 3700-3736 | |
| 22 | 3737-3773 | |
| 23 | 3774-3798 | |
| 24 | 3799-3822 | |
| 25 | 3000- | |

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

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|-----------------------|
| A. AGENCY 1. MARYLAND HOME IMPROVEMENT. COMM. | | ACCESSION NO. 97W1042 | DATE REC'D 4-28-97 |
| B. DIVISION/UNIT O & P | | LOCATION RANGE SECTION(S) 103 25 | RM CODE 17.06.01 |
| C. MAILING ADDRESS 500 N. Calvert Street 3rd Floor Baltimore, Maryland 21202 | | | NO. OF CU. FT. 1 |
| D. PHONE NO. 333-3089 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 1 | Application 6/93 John - Kirs | 612-146 Item 1 7/03 <u>Disposal</u> 8/6/03 |

R-103
S-25

2 empty
R103
S25

AW

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

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY MARYLAND HOME IMPROVEMENT COMM. | | ACCESSION NO. 00W934 | DATE REC'D 3-13-00 |
| B. DIVISION/UNIT O & P | | | RM CODE 17.06.01 |
| C. MAILING ADDRESS 500 N. Calvert Street 3rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 33 17 | NO. OF CU. FT. 15 |
| D. PHONE NO. 410-230-6176 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| | Closed Complaints Fiscal Year 1999 | 612-146 Item 1 July 1, 2003 |
| 1 | 95-269, 96-2006, 96-2671 | <i>Disposal</i> <hr/> <i>9/03</i> |
| 2 | 93-1535, 96-2729, 96-2051, 96-1635, 96-374 | |
| 3 | 96-301, 96-1751, 96-1542, 95-2388, 94-2081 96-2658, 96-2286 | |
| 4 | 95-2431, 95-1406, 96-1275, 96-2065, 96-1430, 96-718, 96-1173, 96-2622, 96-2601 | |
| 5 | 96-2651, 96-467, 96-1796, 96-265, 96-493 | |
| 6 | 96-1363, 96-2257, 96-558, 96-761, 96-2066, 95-1449, 96-1210, 96-823, 95-2729, 95-2010, 96-1938, 96-2037, 96-1522 | |
| 7 | 93-604, 96-308, 96-1021, 95-1064, 96-1611 96-2034, 95-386, 96-362, 96-2567, 96-1070 96-820, 96-438 | |

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

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|----------------|
| A. AGENCY MARYLAND HOME IMPROVEMENT COMM. | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT O & P | | | RM CODE |
| C. MAILING ADDRESS 500 N. Calvert Street 3rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 410-230-6176 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| | Closed Complaints Fiscal Year 1999 | 612-146 Item 1 July 1, 2003 |
| 8 | 94-2326, 94-291, 94-1492, 94-1518, 95-1925, 94-2838, 95-699, 95-2055, 95-1763, 95-1443, 95-1420, 94-2778, 95-1112, 96-2689, 96-718 | |
| 9 | 96-1983, 96-935, 96-2367, 94-1518, 95-985, 96-1851, 95-1763, 94-2782, 96-1569, 95-2773, 96-2691 | |
| 10 | 96-1482, 96-1960, 92-650, 90-2873 | |
| 11 | 96-152, 95-970, 95-2390, 95-28, 94-1228, 96-1468 | |
| 12 | 94-2431, 96-2534, 96-2201, 96-1612, 93-2259, 96-1990 | |
| 13 | 96-2539, 96-2743, 96-2841, 96-2602, 95-2891, 96-1556, 96-2611, 96-2458, 96-2363, 96-33, 96-326 | |
| 14 | 96-188, 96-2470, 96-1923, 96-2244, 96-2256, 96-913, 91-2873, 95-2676 | |
| 15 | 96-120, 96-864, 96-2180, 94-2672, 96-2743, 96-2052, 96-2730, 95-1766 | |

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

E ✓

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY MARYLAND HOME IMPROVEMENT. COMM. | | ACCESSION NO. 00W935 | DATE REC'D 3-13-00 |
| B. DIVISION/UNIT O & P | | | FORM CODE 17-06-01 |
| C. MAILING ADDRESS 500 N. Calvert Street 3rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 47 12 | NO. OF CU. FT. 5 |
| D. PHONE NO. 410-230-6176 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| | Closed Complaints Fiscal Year 1999 | 612-146 Item 1 July 1, 2003 |
| 1 | 96-526, 96-1930, 96-2746, 96-666 95-2590 | <p><i>DISPOSAL</i></p> <p><i>10/20/03</i></p> <p><i>LJS</i></p> |
| 2 | 96-1954, 96-862, 96-2473, 96-899, 94-2218 | |
| 3 | 95-2664, 96-1376, 96-198, 96-647, 96-1232 | |
| 4 | 96-2452, 95-964, 95-2595, 96-1750, 95-1967 95-2967, 95-2961 | |
| 5 | 94-1127, 95-1229, 96-2678, 96-2160, 96-2082, 96-1990 | |

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

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|----------------------|
| 1. AGENCY DEPT. OF LABOR, LICENSING & REGULATION | | ACCESSION NO. | DATE REC'D |
| 1. MARYLAND HOME IMPROVEMENT. COMM. | | 00W169 | 8-27-99 |
| 3. DIVISION/UNIT O & P | | | RM CODE |
| 3. MAILING ADDRESS HOME IMPROVEMENT- 500 N. Calvert Street 3rd Floor Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 153 8 | NO. OF CU. FT. 16 |
| D. PHONE NO. 410-230-2307 410-767-2307 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL GERRI COOPER FOR: KIM ROSENTHAL -410-230-6176 GEORGIA DUFFEE-EXECUTIVE DIRECTOR | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY: SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|--|
| | F499 Expired Applications | 612-146 Item 3 July 1, 2003 |
| 1 | A-Blood | <p><i>DISPOSAL</i></p> <p><i>8/6/03</i></p> <p><i>LS</i></p> |
| 2 | Bloom-Ceron | |
| 3 | Carpenter-Dickson | |
| 4 | Diffeno-Fluharty | |
| 5 | Fogel-Guy | |
| 6 | H-Huff | |
| 7 | Hughes-Komiske | |
| 8 | Kolodziky-Marsh | |
| 9 | Marshall-Mortimer | |
| 10 | Moskios-Perdue | |
| 11 | Perticone-Ridings | |
| 12 | Riecke-Sch | |
| 13 | Scott-South | |
| 14 | Spacek-Title | |
| 15 | Tab-Weller | |
| 16 | Wells-Z | |

E ✓

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|---|---|---------------------------------|
| A. AGENCY--- 34.06.01-19 1. Department of Labor, Licensing and Regulation | ACCESSION NUMBER 97W1044 | DATE RECEIVED 4-28-97 |
| B. DIVISION/UNIT Occupational and Professional Licensing State Athletic Commission | | RM CODE 17.06.02 |
| C. MAILING ADDRESS State Athletic Commission 500 North Calvert Street, 3rd Floor Baltimore, Maryland 21202 | LOCATION RANGE SECTION (S) 147 1 | NO. OF CU. FT. 7 |
| D. PHONE NUMBER (410) 333-6315 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Patrick Pannella, Executive Director <i>PP</i> | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NUMBER, DISPOSAL DATE |
|----------------|--|---|
| 1 | Boxers' Folders (Medicals, Licenses) 1990-1995 | 612-13, 1, January, 2002 |
| 2 | Boxers' Folders (Medicals, Licenses) 1990-1995 | 612-13, 1, January, 2002 |
| 3 | Boxers/Kickboxers' Folders (Medicals, Licenses) 1990-1995 | 612-13, 1, January, 2002 |
| 4 | Professional Wrestlers' Folders (Licenses, Physicals) 1990-1995 | 612-13, 6, January, 2002 |
| 5 | Professional Wrestlers' Folders (Licenses, Physicals) 1990-1995 | 612-13, 6, January, 2002 |
| 6 | Seconds' Folders (Licenses) 1990-1995 | 612-13, 5, January, 2002 |
| 7 | Seconds' Folders (Licenses) 1990-1995 | 612-13, 5, January, 2002 DISPOSAL 9/22/03 LJS |

FORM 550-5 (REV. 1/93)
RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY
 1. Department of Natural Resources

B. DIVISION/UNIT
 Office of the Secretary - Personnel

C. MAILING ADDRESS
 580 Taylor Avenue
 Annapolis, MD 21401

D. PHONE NO.
 410 260-3070

E. AGENCY OFFICIAL
 Amy Payne, Personnel Administrator

ACCESSION NO.
 02W/154

DATE REC'D
 10/10/01

RM CODE
 19.01

LOCATION
 RANGE SECTION(S) NO. OF CU. FT.
 33 3 2

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 |
|----------------|--|---|
| Box 1-2 | Vacancy Fill Request Files 1/97 - 12/97 | Schedule 1256 Item 2 Disposal 1/03 <u>Disposal</u> 9/03 |

VFR FILES TO JESSUP TO BE SHREDDED 1/03

BOX 1

| | | |
|--------|--------------------|----------|
| 013378 | MARTINEZ, A | 03-10-97 |
| 013386 | WENZEL, D. | 06-19-97 |
| 013389 | CRESSMAN, P. | 02-12-97 |
| 013406 | WILLIAMS, V. | 10-15-97 |
| 013447 | FOSLER, S. | 09-24-97 |
| 013467 | KALINOWSKI, E. | 01-03-97 |
| 013556 | CIHAN, B. | 03-05-97 |
| 013558 | BOONE, K. | 09-02-97 |
| 013623 | MCDONOUGH, G. | 01-01-97 |
| 013637 | GORHAM, A. | 10-08-97 |
| 013701 | BOHN, R. | 10-27-97 |
| 013755 | BENDEL, P. | 07-01-97 |
| 013758 | FELLER, D. | 09-24-97 |
| 013797 | HARRIS, C. | 12-17-97 |
| 013836 | MEDELIN, C. | 10-22-97 |
| 013846 | LASSALE, I. | 09-24-97 |
| 013853 | BAKER, J. | 08-09-97 |
| 013856 | LITTLE, J. | 09-24-97 |
| 013924 | SMITH, T. | 10-22-97 |
| 013947 | SUYDAM, W. | 07-23-97 |
| 014020 | HAWKINS, A. | 10-01-97 |
| 014070 | WELLS, S. | 10-22-97 |
| 014070 | LUDLOW, B. | 06-18-97 |
| 014071 | TRICKETT, S. | 02-12-97 |
| 014078 | WOLFE, P. | 08-27-97 |
| 014088 | STANLEY, T. | 12-03-97 |
| 014119 | SCHOFIELD, M. | 07-16-97 |
| 014121 | SMITH, C. | 08-13-97 |
| 014125 | BUENAFLOR, D. | 10-22-97 |
| 014150 | HEDDERICK, D. | 02-12-97 |
| 014219 | JAMES, N. | 07-16-97 |
| 014310 | JACKSON-PARKER, T. | 06-04-97 |
| 014365 | MARTIN, B. | 05-21-97 |
| 014402 | MCGHEE, D. | 06-04-97 |
| 014560 | WENZEL, L. | 07-01-97 |
| 014760 | MARR, K. | 05-29-97 |

VFR FILES TO JESSUP TO BE SHREDDED 1/03

BOX 2

| | | |
|--------|-------------------|----------|
| 014778 | PIERNO, T. | 01-28-97 |
| 014806 | BERBSTEIN, J. | 05-05-97 |
| 046638 | TURNER, J. | 01-22-97 |
| 047686 | LONG, R. | 02-12-98 |
| 047687 | TRAUTMAN, B. | 08-06-97 |
| 047698 | COTTMAN-BROWN, B. | 10-01-97 |
| 047702 | GARY, J. | 07-09-97 |
| 049418 | HARPER, R. | 12-03-97 |
| 049429 | SMOGOR, N. | 07-16-97 |
| 049435 | LANTZ, G. | 07-01-97 |
| 050603 | WILLIAMS, C. | 12-30-97 |
| 051134 | LLOYD, P. | 11-05-97 |
| 051692 | LAMPELL, P. | 07-01-97 |
| 053212 | SCOFIELD | 11-05-97 |
| 053217 | LONG, M. | 12-31-97 |
| 055422 | OWENS, M. | 03-26-97 |
| 055558 | ORANO-DAWSON, C. | 07-16-97 |
| 056288 | MUNDY, R. | 10-22-97 |
| 057387 | GOLDSTEIN, C. | 12-03-97 |
| 057440 | PLUMMER, D. | 10-01-97 |
| 058953 | BAHK, J. | 10-22-97 |
| 060443 | WEBSTER, D. | 04-23-97 |
| 060449 | MODLIN, J. | 08-13-97 |
| 060458 | MELTON, R. | 03-26-97 |
| 060581 | ELLETT, K. | 08-13-97 |
| 061992 | LEWIS, K. | 08-13-97 |
| 061999 | SWARTSWELDER, J. | 09-17-97 |
| 062061 | SHAROV, A. | 09-24-97 |

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 Natural Resources | | ACCESSION NO. 02W248 | DATE REC'D 10-24-01 |
| B. DIVISION/UNIT OOS-Human Resources | | | RM CODE 19.01 |
| C. MAILING ADDRESS 580 Taylor Avenue C-3 Annapolis, MD 21401 | | LOCATION RANGE SECTION(S) 20 26 | NO. OF CU. FT. 6 |
| D. PHONE NO. 410-260-8077 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Amy Payne, Personnel Administrator | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|--|
| 1 thru 6 | Personnel Files for inactive employees 1/97 - 12/97 | Schedule 1256 Item 1 Disposal Date- 1/03 DISPOSAL 10/14/03 LJS |

PERSONNEL FILES TO JESSUP TO BE SHREDDED 1/03

BOX 1

| | |
|----------------|----------|
| Alade, O. | 06-30-97 |
| Arostegui, D. | 06-30-97 |
| Babbitt Jr, W. | 06-30-97 |
| Backe, D. | 08-06-96 |
| Bandeline, B. | 06-30-97 |
| Benzil, S. | 03-14-97 |
| Blass, R. | 07-11-97 |
| Bond Jr, W. | 03-25-97 |
| Bonneville, J. | 05-31-97 |
| Bowers, R. | 11-30-97 |
| Bradley Jr, E. | 06-30-97 |
| Burrell, D. | 12-31-97 |
| Butcher, A. | 02-26-97 |
| Byrd, C. | 07-29-97 |
| Cadle, C. | 01-31-97 |
| Carr, L. | 07-21-97 |
| Cobb, M. | 09-23-97 |
| Corless, T. | 08-15-97 |
| Crockett, K. | 06-30-97 |

PERSONNEL FILES TO JESSUP TO BE SHREDDED 1/03

BOX 2

| | |
|-----------------|----------|
| Courtney II, I. | 06-30-97 |
| Dannecker, R. | 06-30-97 |
| Davis, G. | 07-15-97 |
| Davis, K. | 01-14-97 |
| Davis, R. | 06-30-97 |
| Deming, L. | 09-09-97 |
| Duval, D. | 09-02-97 |
| Edwards, W. | 04-13-97 |
| England, C. | 01-31-97 |
| Favinger Jr, J. | 08-08-97 |
| Fields, G. | 02-25-97 |
| Forsythe, J. | 04-19-97 |
| Foster III, J. | 06-30-97 |
| Gans, R. | 02-25-97 |
| Gaver, D. | 06-30-97 |
| Granger, S. | 11-04-97 |
| Hanna, J. | 03-31-97 |

PERSONNEL FILES TO JESSUP TO BE SHREDDED 1/03

BOX 3

| | |
|----------------|----------|
| Harvey, M | 05-20-97 |
| Heinemeyer, J. | 06-30-97 |
| Helinski, R. | 06-30-97 |
| Hines, S. | 01-19-97 |
| Hopkins, L. | 01-31-97 |
| Ingram, N. | 02-28-97 |
| Johnson, C. | 06-30-97 |
| Johnson, S. | 08-19-97 |
| Jones, S. | 06-30-97 |
| Knott, J. | 02-25-97 |
| Kotowski, K. | 09-23-97 |
| Lough, M. | 12-31-97 |
| Lucas, N. | 06-30-97 |
| Ludlow, B. | 09-30-97 |
| Lyons, T. | 06-30-97 |
| Marshall, R. | 09-11-97 |

PERSONNEL FILES TO JESSUP TO BE SHREDDED 1/03

BOX 4

| | |
|-----------------|----------|
| Matthews, S. | 06-13-97 |
| McCoy, L. | 07-30-97 |
| McCusker, J. | 07-31-97 |
| McDaniel, J. | 06-30-97 |
| Meyers, K. | 04-30-97 |
| Montgomery, D. | 08-26-97 |
| Myatt, D. | 06-30-97 |
| O'Dell, C. | 06-30-97 |
| Park, M. | 06-30-97 |
| Phoebus, J. | 06-03-97 |
| Pudelkewicz, P. | 02-23-97 |
| Riley, R. | 09-30-97 |
| Roberts, D. | 10-21-97 |
| Saunders, T. | 01-13-97 |
| Shahan, A. | 06-30-97 |
| Thompson, D. | 12-19-97 |
| Simpson, Q. | 08-26-97 |

PERSONNEL FILES TO JESSUP TO BE SHREDDED 1/03

BOX 5

| | |
|-----------------|----------|
| Slunt, P. | 06-30-97 |
| Sollers, M. | 07-31-97 |
| Sommerville, G. | 05-06-97 |
| Spence, J. | 12-04-97 |
| Spurry, E. | 04-22-97 |
| Stallings, W. | 05-31-97 |
| Stansell, D. | 06-30-97 |
| Steir, N. | 02-05-97 |
| Stevenson, C. | 01-28-97 |
| Teague, K. | 06-30-97 |
| Thistle, A. | 06-30-97 |
| Tieder, J. | 02-28-97 |
| Traum, G. | 11-18-97 |
| Trickett, K. | 04-01-97 |
| Turton, R. | 12-12-97 |
| Tyson, C. | 05-30-97 |

PERSONNEL FILES TO JESSUP TO BE SHREDDED 1/03

BOX 6

| | |
|---------------|----------|
| Via, T. | 06-30-97 |
| Warland, J. | 06-03-97 |
| Webb, F. | 02-14-97 |
| Wilmer, L. | 06-30-97 |
| Wright, C. | 06-30-97 |
| Zarriello, D. | 08-20-97 |

EV

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. Office of the Public Defender | | ACCESSION NO. 94W1000 | DATE REC'D 4-12-94 |
| B. DIVISION/UNIT District #12 - Allegany County | | | RM CODE 22.01 |
| C. MAILING ADDRESS 59 Prospect Square Cumberland, MD 21502 | | LOCATION RANGE SECTION(S) 143 23 | NO. OF CU. FT. 4 |
| D. PHONE NO. (301) 777-2142 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Marilyn A. Phillips | | TO BE 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 #11 | Circuit Court - Fiscal Year 1991 - #1003 thru #1470 | Schedule 1228 Item 2c Destroy 2003- <i>July</i> |
| Box 12 | Circuit Court - Fiscal Year 1991 - #1487 thru #1918 | Schedule 1228 Item 2c Destroy 2003 |
| Box 13 | Circuit Court - Fiscal Year 1991 - #1949 thru #2320 | Schedule 1228 Item 2c Destroy 2003 |
| Box 14 | Circuit Court - Fiscal Year 1991 - #2371 thru #2856 | Schedule 1228 Item 2c Destroy 2003 |
| | | <i>DISPOSAL</i> <i>8/6/03</i> <i>LJS</i> |

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 93W368 | DATE REC'D 9-23-92 |
| B. DIVISION/UNIT District 7 | | RM CODE 22.02 | |
| C. MAILING ADDRESS 60 West Street, Suite 203 Annapolis, MD 21401 | | LOCATION RANGE SECTION(S) 122 3-4 | NO. OF CU. FT. 41 |
| D. PHONE NO. (410)974-2201 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Alan R. Friedman, District Public Defender | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| | CIRCUIT COURT FILES 1990 | |
| 1 | 7-90-10 thru 7-90-135 | SCHEDULE 1228 |
| 2 | 7-90-136 thru 7-90-252 | ITEM NO. 2A |
| 3 | 7-90-254 thru 7-90-367 | 2004 , JULY 2002 |
| 4 | 7-90-368 thru 7-90-505 | |
| 5 | 7-90-506 thru 7-90-652 | |
| 6 | 7-90-653 thru 7-90-736 | |
| 7 | 7-90-737 thru 7-90-875 | |
| 8 | 7-90-877 thru 7-90-1032 | |
| 9 | 7-90-1033 thru 7-90-1122 | |
| 10 | 7-90-1130 thru 7-90-1296 | |
| 11 | 7-90-1302 thru 7-90-1403 | |
| 12 | 7-90-1407 thru 7-90-1547 | |
| 13 | 7-90-1550 thru 7-90-1701 | |
| 14 | 7-90-1703 thru 7-90-1835 | |
| 15 | 7-90-1836 thru 7-90-1891 | |
| 16 | 7-90-1902 thru 7-90-2022 | |

DISPOSAC
9/16/03
LJS

| | | | |
|----|-----------------|------|-----------------|
| 17 | 7-90-2023 | thru | 7-90-2218 |
| 18 | 7-90-2219 | thru | 7-90-2322 |
| 19 | 7-90-2323 | thru | 7-90-2398 |
| 20 | 7-90-2400 | thru | 7-90-2542 |
| 21 | 7-90-2557 | thru | 7-90-2749 |
| 22 | 7-90-2753 | thru | 7-90-2859 |
| 23 | 7-90-2855 | thru | 7-90-3019 |
| 24 | 7-90-3022 | thru | 7-90-3216 |
| 25 | 7-90-3219 | thru | 7-90-3280 |
| 26 | 7-90-3280 | thru | 7-90-3449 |
| 27 | 7-90-3450 | thru | 7-90-3599 |
| 28 | 7-90-3606 | thru | 7-90-3738 |
| 29 | 7-90-3741 | thru | 7-90-3830 |
| 30 | 7-90-3845 | thru | 7-90-4040 |
| 31 | 7-90-4059 | thru | 7-90-4188 |
| 32 | 7-90-4194 | thru | 7-90-4359 |
| 33 | <hr/> 7-90-4360 | thru | <hr/> 7-90-4484 |
| 34 | 7-90-4489 | thru | 7-90-4611 |
| 35 | 7-90-4617 | thru | 7-90-4778 |
| 36 | 7-90-4779 | thru | 7-90-4841 |
| 37 | 7-90-4842 | thru | 7-90-5003 |
| 38 | 7-90-5005 | thru | 7-90-5173 |
| 39 | 7-90-5183 | thru | 7-90-5316 |
| 40 | 7-90-5317 | thru | 7-90-5396 |
| 41 | Misc. 7-90-22 | thru | 5395 |

R-122

S-3-4

13 Empties

S-4

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 94W303 | DATE REC'D 9-20-93 |
| B. DIVISION/UNIT District 7 | | | RM CODE 22.02 |
| C. MAILING ADDRESS 60 West Street, Suite 203 Annapolis, MD 21401 | | LOCATION RANGE SECTION(S) 122 1-2 | NO. OF CU. FT. 45 |
| D. PHONE NO. (410) 974-2201 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Alan R. Friedman | | TO BE 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 | 7-91-6 thru 7-91-187 | Schedule 1228 |
| 2 | 7-91-190 thru 7-91-310 | |
| 3 | 7-91-311 thru 7-91-459 | Item No. 2A |
| 4 | 7-91-465 thru 7-91-609 | |
| 5 | 7-91-611 thru 7-91-734 | July 2003 |
| 6 | 7-91-751 thru 7-91-834 | |
| 7 | 7-91-836 thru 7-91-1048 | |
| 8 | 7-91-1050 thru 7-91-1219 | |
| 9 | 7-91-1162 thru 7-91-1399 | |
| 10 | 7-91-1401 thru 7-91-1509 | |
| 11 | 7-91-1510 thru 7-91-1567 | |
| 12 | 7-91-1572 thru 7-91-1689 | |
| 13 | 7-91-1690 thru 7-91-1850 | |
| 14 | 7-91-1851 thru 7-91-1958 | |
| 15 | 7-91-1960 thru 7-91-2119 | |
| 16 | 7-91-2120 thru 7-91-2263 | |
| 17 | 7-91-2264 thru 7-91-2375 | |
| 18 | 7-91-2354 thru 7-91-2549 | |
| 19 | 7-91-2551 thru 7-91-2658 | |
| 20 | 7-91-2660 thru 7-91-2786 | |
| 21 | 7-91-2810 thru 7-91-2985 | |
| 22 | 7-91-2986 thru 7-91-3158 | |
| 23 | 7-91-3162 thru 7-91-3341 | |
| 24 | 7-91-3342 thru 7-91-3532 | |
| 25 | 7-91-3533 thru 7-91-3763 | |
| 26 | 7-91-3776 thru 7-91-3876 | |
| 27 | 7-91-3878 thru 7-91-4050 | |
| 28 | 7-91-4054 thru 7-91-4224 | |

DISPOSAL
9/10/03
LJS

BOX

| | | | |
|---------|--|------|-----------|
| 29 | 7-91-4226 | thru | 7-91-4348 |
| 30 | 7-91-4349 | thru | 7-91-4522 |
| 31 | 7-91-4504 | thru | 7-91-4687 |
| 32 | 7-91-4700 | thru | 7-91-4872 |
| 33 | 7-91-4874 | thru | 7-91-4999 |
| 34 | 7-91-5000 | thru | 7-91-5197 |
| 35 | 7-91-5106 | thru | 7-91-5297 |
| 36 | 7-91-5300 | thru | 7-91-5460 |
| 37 | 7-91-5461 | thru | 7-91-5654 |
| 38 | 7-91-5655 | thru | 7-91-5735 |
| 39 | 7-91-5736 | thru | 7-91-5923 |
| 40 | 7-91-5928 | thru | 7-91-6127 |
| 41 misc | 7-91-65, 7-91-321, 7-91-480, 7-91-1544, 7-91-2376, 7-91-2401 7-91-2914, 7-91-3115, 7-91-3283 7-91-5614, 7-91-5832, 7-91-5936 | | |
| 42 misc | 7-91-612, 7-91-617, 7-91-666 7-91-1548, 7-91-2811, 7-91-2915 | | |
| 43 misc | 7-91-2290, 7-91-3133, 7-91-3234 7-91-3638, 7-91-3948, 7-91-4012 7-91-4092, 7-91-5539, 7-91-5549 7-91-5850 | | |
| 44 misc | 7-91-423, 7-91-524, 7-91-572, 7-91-1034, 7-91-1503, 7-91-1500, 7-91-1848, 7-91-2012, 7-91-2148, 7-91- 2030, 7-91-2767, 7-91-2904, 7-91-3032, 7-91-3644, 7-91-4428, 7-91-4429, 7-91-5536, 7-91-5631, 7-91-5666, 7-91-5727, 7-91-5799, 7-91-5800, 7-91-5377, 7-91-5937, 7-91-5944, 7-91-5956 7-91-5957, 7-91-5958, 7-91-6023, 7-91-6126 7-91-6146, 7-91-6071, 7-91-6076 | | |
| 45 misc | 7-91-343, 7-91-4042, 7-91-4136, 7-91-4165, 7-91-4991, 7-91-4995, 7-91-4996, 7-91-4997 7-91-4998, 7-91-6100, 7-91-6102, 7-91-6108 7-91-6115, 7-91-6116, 7-91-6117, 7-91-6118 7-91-6119, 7-91-6120, 7-91-6125 | | |

R122

S1-2

33 empty

R122

S2

E ✓

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|-----------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 94W635 | DATE REC'D 12-3-93 |
| B. DIVISION/UNIT District 7 | | | RM CODE 22.02 |
| C. MAILING ADDRESS 60 West Street Annapolis MD 21401 | | LOCATION RANGE SECTION(S) 118 35 | NO. OF CU. FT. 6 |
| D. PHONE NO. 410 974-2201 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Alan R. Friedman | | TO BE 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 | 1991 Dale Benjamin file | Schedule 1228 Item No 2A July 2003 2003 DISPOSAL 9/15/03 LJS |
| 2 | 1991 Dale Benjamin file | |
| 3 | 1991 Dale Benjamin file | |
| 4 | 1991 Dale Benjamin file | |
| 5 | 1991 Dale Benjamin file | |
| 6 | 1991 misc files | |

EV

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. office of the Public Defender | | ACCESSION NO. 95W162 | DATE REC'D 8-10-94 |
|--|--|--|-----------------------|
| B. DIVISION/UNIT District 7 | | | RM CODE 22.02 |
| C. MAILING ADDRESS 60 West Street Annapolis MD 21401 | | LOCATION RANGE SECTION(S) 153 26 | NO. OF CU. FT. 1 |
| D. PHONE NO. 410-974-2201 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Alan R. Friedman | | TO BE 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 | 1990 misc | Schedule 1258 Item 2A July 2002 DISPOSAL 9/2/03 LJS | |

E ✓

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 95W 163 | DATE REC'D 8-10-94 |
|--|--|---|-----------------------|
| B. DIVISION/UNIT District 7 | | | RM CODE 22-02 |
| C. MAILING ADDRESS 60 West Street Annapolis MD 21401 | | LOCATION RANGE SECTION(S) 102 11 | NO. OF CU. FT. 4 |
| D. PHONE NO. 410-974-2201 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Alan R. Friedman | | TO BE 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 | 1991 misc | Schedule 1228 | |
| 2 | 7-91-5006 Lyba, Stanley | Item No 2A | |
| 3 | 7-91-1425 Anderson, Steve | July 2003 | |
| 4 | 7-91-1425 Anderson, Steve | Disposal 8/5/03 | |

E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|------------------------|
| A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 96W410 | DATE REC'D 10-24-95 |
| B. DIVISION/UNIT District 7 | | RM CODE 22.02 | |
| C. MAILING ADDRESS 60 West Street, Suite 203 Annapolis, MD 21401 | | LOCATION RANGE SECTION(S) 108 19 | NO. OF CU. FT. 2 |
| D. PHONE NO. (410) 974-2201 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Alan R. Friedman | | TO BE 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 | 7-91-5391 - 5539 | Schedule 1228 Item No. 2A July 2003 |
| 2 | 7-91-5835 Donald Nelson | Disposal 8/6/03 |

E ✓

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 98W938 | DATE REC'D 6-22-98 |
|---|---|--|------------------------------|
| B. DIVISION/UNIT 7 | | | RM CODE 22.02 |
| C. MAILING ADDRESS OFFICE OF THE PUBLIC DEFENDER 60 WEST STREET ROOM 230 ANNAPOLIS, MD 21401 | | LOCATION RANGE SECTION(S) 34 2 | NO. OF CU. FT. 1 |
| D. PHONE NO. 410-974-2201 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Alan R. Friedman | | TO BE 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 | 7-91-5349 Johnson, Donald 7-91-1571 Sherman, Michael - Medical Reports | Schedule 1228 Item 2A July 2003 <u>Disposal</u> 9/03 | |

E ✓

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| A. AGENCY 1. Public Defender's office | | ACCESSION NO. 00W201 | DATE REC'D 9-1-99 |
|---|--|--|-----------------------------|
| B. DIVISION/UNIT 7 | | | RM CODE 22.02 |
| C. MAILING ADDRESS 60 West Street, Suite 203 Annapolis MD 21401 | | LOCATION RANGE SECTION(S) 107 20 | NO. OF CU. FT. 1 |
| D. PHONE NO. 410-974-2202 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Lena Jones | | TO BE 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 | 7-90-3159 | Schedule 1228 Item 2A July 2002 <i>Disposal</i> 8/03 | |

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 00W801 | DATE REC'D 12-23-99 |
|---|--|---|-------------------------------|
| B. DIVISION/UNIT District 7 | | | RM CODE 22.02 |
| C. MAILING ADDRESS 60 West Street Suite 203 Annapolis, MD 21401 | | LOCATION RANGE SECTION(S) 19 4 | NO. OF CU. FT. 4 |
| D. PHONE NO. 410-974-2201 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Lena Jones, Admin. Specialist | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | |
| 1 | 1991 Thanos, John | Sche. # 1228 Item # 2A July 2003 DISPOSAL 10/15/03 JJS | |
| 2 | 1991 Thanos, John | | |
| 3 | 1991 Thanos, John | | |
| 4 | 1991 Thanos, John | | |

| | | | |
|---|-----|--|--|
| 22.03 | OPD | 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 | | | |
| Office of the Public Defender Baltimore City | | | |
| 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. | | | | |
| 92W791 | Death Penalty - Transcripts | 1228 | 2a | 1988 - 1991 | 3 | 7/2003 | RECYCLE |
| 92W908 | Amended Juvenile Delinquency Transmittal | 1228 | 2b1 | 1989 | 1 | 7/2003 | RECYCLE |
| 92W1287 | Felony Trial Panel Cases | 1228 | 2a | 1988 - 1989 | 3 | 7/2003 | RECYCLE |
| 93W29 | Juvenile Delinquency Amended Transmittal | 1228 | 2a | 1990 | 1 | 7/2003 | RECYCLE |
| 93W213 | Circuit Court Misdemeanor Jury Trial Cases | 1228 | 2a | 1989 - 1991 | 48 | 7/2003 | RECYCLE |
| 93W1322 | Amended Appellate Transmittal | 1228 | 2d | 1990 | 1 | 7/2003 | RECYCLE |
| 93W1458 | Death Penalty Defense Unit | 1228 | 2a | 1990 | 1 | 7/2003 | RECYCLE |
| 94W26 | Amended Appellate Transmittal | 1228 | 2a | 1989 | 1 | 7/2003 | RECYCLE |
| 94W104 | Amended Mental Health Transmittal | 1274 | 1b | 1989 | 2 | 7/2003 | RECYCLE |
| 94W587 | Amended Appellate Transmittal | 1228 | 2a | 1989 | 1 | 7/2003 | RECYCLE |
| 94W1044 | Appellate File & Transcripts | 1228 | 2b | 1991 | 1 | 7/2003 | RECYCLE |
| 94W884 | Appellate Transmittals | 1228 | 2b | 1991 | 221 | 7/2003 | RECYCLE |
| 95W95 | Amended Appellate Transmittal | 1228 | 2d | 1987 | 2 | 7/2003 | RECYCLE |
| 95W96 | Amended Appellate Transmittal | 1228 | 2d | 1991 | 2 | 7/2003 | RECYCLE |
| 95W406 | Juvenile Court Cases | 1228 | 2b | 1991 | 1 | 7/2003 | RECYCLE |
| 95W1611 | Collateral Review Post Conviction Folders | 1427-A1 | 3a | 1985 - 1991 | 51 | 7/2003 | RECYCLE |
| 96W1266 | Amended Circuit Court Folders | 1228 | 2a | 1987 - 1991 | 1 | 7/2003 | RECYCLE |
| 96W1660 | Amended Juvenile Closed Cases | 1228 | 2b | 1988 | 1 | 7/2003 | RECYCLE |
| 96W1662 | Amended Collateral Review | 1427-A1 | 3a | 1990 - 1991 | 1 | 7/2003 | RECYCLE |
| 96W1666 | Amended Juvenile Closed Cases | 1228 | 2b | 1991 | 2 | 7/2003 | RECYCLE |
| 00W65 | Amended Appellate Transmittal | 1228 | 2d | 1991 | 2 | 7/2003 | RECYCLE |
| 02W31 | Amended Collateral Review | 1427-A1 | 3a | 1991 | 1 | 7/2003 | RECYCLE |

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

Charlie P Lopez

Signature

Records Center Manager

Title

December 31, 2003

Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE · 709-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 92W791 | DATE REC'D 1-30-92 |
| B. DIVISION/UNIT DEATH PENALTY DEFENSE UNIT | | LOCATION RANGE 6 SECTION(S) 2 | FM CODE 22.03 |
| C. MAILING ADDRESS 201 ST. PAUL PLACE BALTIMORE, MD 21202 | | NO. OF CU. FT. 3 | |
| D. PHONE NO. 333-1932 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL <i>Sonia Ferguson</i> SONIA FERGUSON | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 1-3 | DEATH PENALTY DEFENSE UNIT 1988-1991 | SCHEDULE 1228 ITEM 2a DESTROY 2013 |
| 1 | BRUCE, KIRK A-04-90-0009 TRANSCRIPTS | 7/03 DISPOSAL 9/2/03 LJS |
| | COLLINS, KENNETH A-02-88-004 BRIEFS & TRANSCRIPTS | |
| 2 | COLLINS, KENNETH A-02-88-004 BRIEFS & TRANSCRIPTS | |
| 3 | COLLINS, KENNETH A-02-88-004 BRIEFS & TRANSCRIPTS | |
| | RICHARDSON, ART A-02-91-0017 TRANSCRIPTS | |

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|---|---|--------------------------------------|
| <p>A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER</p> | <p>ACCESSION NO. 92W908</p> | <p>DATE REC'D 2-19-92</p> |
| <p>B. DIVISION/UNIT JUVENILE-DELIQUENCY</p> | <p>RM CODE 22.03</p> | |
| <p>C. MAILING ADDRESS 201 ST. PAUL PLACE</p> | <p>LOCATION RANGE SECTION(S) 43 20</p> | <p>NO. OF CU. FT. 1</p> |
| <p>D. PHONE NO. (301) 333-1932</p> | <p>RECORDS CENTER MANAGER</p> | |
| <p>E. AGENCY OFFICIAL <i>Sonia Ferguson</i> SONIA FERGUSON</p> | <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p> | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 1 | <p>AMENDED DELIQUENCY TRANSMITTAL PRIOR TO 1989</p> | <p>SCHEDULE-1228 ITEM NO.2b1 DESTROY 2003 <i>Jan.</i></p> <p style="font-size: 2em; text-align: center;"><i>DISPOSAL</i></p> <p style="font-size: 2em; text-align: center;"><i>10/10/03</i></p> <p style="font-size: 2em; text-align: center;"><i>LSJ</i></p> |

AMENDED DELIQUENCY TRANSMITTAL
PRIOR TO 1989

| BOX# | LAST NAME | FIRST NAME | PD# | PD#2 | PD#3 | NOTE |
|------|------------|------------|----------|----------|----------|-----------------------|
| 1 | ANDERSON | DAMON | J89-4572 | | | |
| 1 | BAILEY | DANIELLE | J89-2289 | | | |
| 1 | BROWN | MARVIN | J89-0573 | | | |
| 1 | COOK | CLIFFORD | J89-5339 | | | |
| 1 | COZART | CATINA | J89-4071 | J89-1830 | | |
| 1 | DOWNES | TERRY | J87-4857 | | | |
| 1 | DURANT | GREGORY | J89-4388 | J89-1330 | | |
| 1 | FENWICK | CARLOS | J88-5375 | | | |
| 1 | HARRIS | DEBORAH | J89-1815 | | | |
| 1 | HAWKINS | JAMIE | J89-0397 | | | |
| 1 | HAWKINS | WILLIAM | J89-1885 | J89-0016 | | |
| 1 | HUNTER | DARREN | J89-3721 | J88-2480 | J89-4216 | J89-4205, J89-1899 |
| 1 | JOHNSON | DONNA | J87-4042 | | | |
| 1 | JOHNSON | RICHARD | J87-4545 | | | |
| 1 | JONES | ROBERT | J89-1386 | | | |
| 1 | LAM | MELVIN | J88-0768 | | | |
| 1 | LASTER | EUGENE | J88-2871 | | | |
| 1 | MCCLAIN | ROLAND | J89-0034 | J88-4985 | | |
| 1 | MCINTOSH | ERIC | J89-2932 | | | |
| 1 | MOUZEN | COLBERT | J89-0098 | | | |
| 1 | MWANGI | AKINTUNDE | J89-2520 | J89-4351 | | |
| 1 | NEWMAN | JAMES | J87-4663 | | | |
| 1 | NICHOLS | HASSAN | J89-3525 | | | |
| 1 | PARKER | CLARENCE | J88-2857 | | | |
| 1 | POWELL | ROBERT | J89-5349 | | | |
| 1 | RICHARDSON | DAVID | J89-2642 | | | FT-89-816 |
| 1 | RIVENBARK | CLEVELAND | J89-0908 | J89-3667 | J89-2944 | |
| 1 | SAMPLE | MARLON | J89-1982 | | | |
| 1 | SELLERS | DELPHANZO | J89-4914 | | | |
| 1 | SHANKS | MICHAEL | J89-3137 | | | |
| 1 | SMITH | RANDOLPH | J88-4233 | | | |
| 1 | SPENCER | SEAN | J88-1694 | | | |
| 1 | THOMAS | MARVIN | J88-3257 | | | |
| 1 | THOMPSON | LATTIMORE | J88-1962 | | | |
| 1 | TURNER | ERNEST | J89-2821 | | | |
| 1 | TURNER | ERNEST | J88-5232 | | | |
| 1 | TURNER | MELISSA | J88-3594 | | | |
| 1 | TYNES | LISA | J87-3986 | | | |
| 1 | WALKER | DAVID | J87-1379 | J88-4821 | | |
| 1 | WALLACE | TERRY | J89-4784 | | | |
| 1 | WATSON | RONALD | J89-0567 | | | |
| 1 | WISE | PRIEST | J88-2362 | | | |
| 1 | YOUNG | JAMES | J89-0020 | | | |
| 1 | YOUNG | NORMAN | J89-5082 | | | |

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|---|---|-----------------------------|
| A. AGENCY 1. Office of the Public Defender | ACCESSION NO. 92W1287 | DATE REC'D 5-6-92 |
| B. DIVISION/UNIT Felony Trial | FM CODE 22.03 | |
| C. MAILING ADDRESS 201 St. Paul Place | LOCATION RANGE SECTION(S) 102 35 | NO. OF CU. FT. 3 |
| D. PHONE NO. (410) 333-8152 | RECORDS CENTER MANAGER | |

| | |
|---|---|
| E. AGENCY OFFICIAL <i>Ami Leguina</i> 333-1080 | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER |
|---|---|

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 1-3 | Felony Trial Panel Cases 1988-1989 | Schedule 1228 Item 2A Destroy 2001- <i>July</i> <i>Disposal</i> <i>8/5/03</i> |

1988 AND 1989 FELONY PANEL CASES

| BOX# | LAST NAME | FIRST NAME | MI | OPD# | NOTE |
|------|-----------|------------|----|-----------|------|
| 1 | ALEXANDER | TROY | | FT88-2197 | |
| 1 | ALICEA | ERNESTE | | FT89- 297 | |
| 1 | ALSUP | RONALD | | FT88-2337 | |
| 1 | ANDERSON | ANTOINE | | FT89-2741 | |
| 1 | ANDERSON | ANTONIO | | FT88-2924 | |
| 1 | ARRINGTON | JAMES | | FT88-1166 | |
| 1 | ASHFORD | HOWELL | | FT88-2959 | |
| 1 | ATKINS | DANIEL | | FT89- 574 | |
| 1 | BAKER | DOMINIQUE | | FT89- 290 | |
| 1 | BENTON | LONI | | FT88-2239 | |
| 1 | BERNARD | MICHAEL | | FT89-3768 | |
| 1 | BETTERS | TRACEY | T. | FT88-1116 | |
| 1 | BOBB | DION | R. | FT89-2870 | |
| 1 | BOWIE | GARY | | FT88-1837 | |
| 1 | BOYD | OTIS | | FT89-1915 | |
| 1 | BRADFORD | GREGORY | | FT88-3019 | |
| 1 | BRASWELL | CASSANDRA | | FT89-4170 | |
| 1 | BRIDGES | TIMOTHY | | FT89- 859 | |
| 1 | BROOKS | LAWERENCE | | FT89-3993 | |
| 1 | BROWN | ANTONIO | | FT89-3246 | |
| 1 | BROWN | CALVIN | | FT89- 511 | |
| 1 | BROWN | LEO | A. | FT88-1816 | |
| 1 | BROWN | REGINALD | | FT88- 676 | |
| 1 | BROWN | SHAWN | G. | FT88-3572 | |
| 1 | BUCKSON | DARRELL | | FT88- 383 | |
| 1 | BURTON | NORMAN | | FT89-2568 | |

1988 AND 1989 FELONY PANEL CASES

| BOX# | LAST NAME | FIRST NAME | MI | OPD# | NOTE |
|------|-----------|------------|----|-----------|------|
| 1 | BUTLER | MARVIN | | FT88-3250 | |
| 1 | CAMERON | ELBERT | JR | FT89- 778 | |
| 1 | CARROLL | GREGORY | | FT88- 392 | |
| 1 | CARROLL | THOMAS | | FT89-4096 | |
| 1 | CHASE | LARRY | J. | FT88-1700 | |
| 1 | CHERRY | VANNI | | FT88- 124 | |
| 1 | CHILDERS | DEROY | | FT88-2322 | |
| 1 | CLARK | JAMES | | FT88-1964 | |
| 1 | CLARK | JAMES | | FT89- 627 | |
| 1 | CLARK | MARCUS | | FT89-2475 | |
| 1 | COATES | JEFFREY | W. | FT89- 628 | |
| 1 | COLEMAN | MARK | J. | FT89-3679 | |
| 1 | CONLEY | CORNELL | | FT89- 589 | |
| 1 | COOK | TYRELL | | FT89-1240 | |
| 1 | COVINGTON | ROBERT | | FT88-1831 | |
| 1 | CURRY | GEORGE | | FT88-3238 | |
| 1 | DANIELS | BRENDA | | FT88- 458 | |
| 1 | DAVIS | DONALD | | FT88- 336 | |
| 1 | DICKEY | DAWN | | FT89- 424 | |
| 1 | DOBIE | GOLDIE | | FT88-1647 | |
| 1 | DORSEY | LEROY | | FT88-1936 | |
| 1 | DUKES | JAMES | | FT89- 473 | |
| 1 | EDWARDS | KEVIN | | FT89-4194 | |
| 1 | EDWARDS | KEVIN | | FT89-4195 | |
| 1 | ELLERBE | ERIC | A. | FT88-2777 | |
| 1 | ENOS | WINNIE | | FT88-1029 | |

1988 AND 1989 FELONY PANEL CASES

| BOX# | LAST NAME | FIRST NAME | MI | OPD# | NOTE |
|------|-----------|-------------|----|-----------|------|
| 1 | FERRELL | ADRIAN | B. | FT88-3962 | |
| 1 | FREEMAN | SHAWN | | FT89- 379 | |
| 1 | GEORGE | PETER | | FT88-1594 | |
| 1 | GLOVER | ALPHONSO | | FT88- 837 | |
| 1 | GOODE | PAUL | T. | FT88- 594 | |
| 1 | GREEN | CHRISTOPHER | | FT88- 347 | |
| 1 | GREEN | LARRY | | FT88- 368 | |
| 1 | GREENE | RODNEY | | FT88-1054 | |
| 1 | HATCHER | AUSTIN | | FT88-2675 | |
| 1 | HATCHETT | TIMOTHY | | FY88-2300 | |
| 1 | HAYES | MARION | | FT88-2913 | |
| 1 | HENRY | NEHEMIAH | L. | FT88-1061 | |
| 1 | HILL | ANTHONY | D. | FT88- 481 | |
| 1 | HOLLEY | ROBERT | L. | FT88-1625 | |
| 1 | HOOD | BERNARD | | FT88-1314 | |
| 1 | HOYLE | NATHAN | | FT88-2928 | |
| 1 | HUBBARD | JAMES | G. | FT88-1915 | |
| 1 | HUNTER | EZRA | | FT88- 944 | |
| 1 | JACKSON | STEPHEN | | FT88- 378 | |
| 1 | JACKSON | STEVEN | | FT88- 418 | |
| 1 | JAMES | MICHAEL | E. | FT88-2408 | |
| 1 | JOHNSON | RICHARD | | FT88-1972 | |
| 1 | JONES | BURNELL | | FT88-2526 | |
| 1 | JONES | DARRYL | | FT88-2057 | |
| 1 | JONES | SHARON | | FT88-1829 | |
| 1 | KEYS | LEONARD | | FT88-1503 | |

1988 AND 1989 FELONY PANEL CASES

| BOX# | LAST NAME | FIRST NAME | MI | OPD# | NOTE |
|----------|-----------|------------|----|-----------|------|
| <u>1</u> | KURTZ | ROBERT | H. | FT88-2703 | |
| 2 | GARY | ROSIA | M. | FT89-2173 | |
| 2 | GERMAN | MARVIN | D. | FT88-2392 | |
| 2 | GOODMAN | REGINALD | | FT89-2997 | |
| 2 | GORDON | EUGENE | | FT89-2279 | |
| 2 | GREEN | DARREN | | FT89- 771 | |
| 2 | GREEN | EDWARD | | FT89-2405 | |
| 2 | GRIFFIN | WAYNE | | FT89-1362 | |
| 2 | GRISSOM | JAMES | W. | FT89-3223 | |
| 2 | GRISSOM | JAMES | W. | FT89-3224 | |
| 2 | HALL | JOHN | | FT89-2134 | |
| 2 | HARRELL | LECE | | FT89-3125 | |
| 2 | HAWKINS | ANDRE | L. | FT89- 590 | |
| 2 | HILL | ALBERT | | FT89- 267 | |
| 2 | HILL | KEVIN | | FT89-2476 | |
| 2 | HUBBARD | JAMES | | FT89-2916 | |
| 2 | HUGHLEY | ANTHONY | | FT89- 914 | |
| 2 | INGRAM | REGINALD | L. | FT89-1113 | |
| 2 | JACKSON | LEWIS | JR | FT89- 132 | |
| 2 | JACKSON | LEWIS | JR | FT89- 272 | |
| 2 | JACKSON | MELVIN | | FT89- 13 | |
| 2 | JOHNSON | GARY | | FT89-2179 | |
| 2 | JOHNSON | RUSSELL | | FT89- 600 | |
| 2 | JONES | EARL | | FT89- 163 | |
| 2 | JONES | GLENN | A. | FT89- 362 | |
| 2 | LAFON | PHILLIP | J. | FT88-1410 | |

1988 AND 1989 FELONY PANEL CASES

| BOX# | LAST NAME | FIRST NAME | MI OPD# | NOTE |
|------|-----------|-------------|----------|------|
| 2 | LAVILL | MICHAEL | P. FT88- | 35 |
| 2 | LAWSON | FREDDY | L. FT89- | 274 |
| 2 | LAWSON | JOHN | M. FT89- | 3229 |
| 2 | LEE | HOWARD | FT89- | 1407 |
| 2 | LOFTON | DELANO | FT89- | 3797 |
| 2 | LOVE | HARVEY | A. FT89- | 3704 |
| 2 | LUCAS | JAMES | FT89- | 523 |
| 2 | MANNINGS | CHRISTOPHER | FT89- | 565 |
| 2 | MARSHALL | VERNON | FT89- | 2133 |
| 2 | MCCRAY | ARNOLD | I. FT88- | 554 |
| 2 | MCNEALS | AUDREY | FT89- | 942 |
| 2 | MCPHERSON | LAURENCE | FT88- | 3213 |
| 2 | MOODY | GLENN | R. FT89- | 3967 |
| 2 | MUSE | ALLEN | FT89- | 1249 |
| 3 | NORMAN | DAVID | FT89- | 3290 |
| 3 | NORRIS | GEORGE | FT89- | 1567 |
| 3 | OLEI | THEOPHILLIS | FT89- | 62 |
| 3 | OLIVER | SHAWN | FT89- | 3408 |
| 3 | OLIVER | SHAWN | FT89- | 3184 |
| 3 | OLIVIS | RAYMOND | FT88- | 725 |
| 3 | ONWUNEME | CHARLES | FT88- | 2507 |
| 3 | OWENS | ANTHONY | FT89- | 514 |
| 3 | PAILER | MICHAEL | FT89- | 407 |
| 3 | PAILER | MICHAEL | S. FT88- | 2830 |
| 3 | PARKER | VERNELL | FT89- | 160 |
| 3 | PATTERSON | TROY | FT89- | 2001 |

1988 AND 1989 FELONY PANEL CASES

| BOX# | LAST NAME | FIRST NAME | MI | OPD# | NOTE |
|------|-----------|------------|----|-------|------|
| 3 | PAYNE | WILBERT | | FT88- | 606 |
| 3 | PEASCH | ROGER | | FT88- | 2930 |
| 3 | PHILLIPS | EDWIN | | FT88- | 1014 |
| 3 | POWE | ANTHONY | | FT88- | 1327 |
| 3 | QUARLES | CARROLL | | FT89- | 40 |
| 3 | RALEIGH | ROBINETTE | | FT89- | 2746 |
| 3 | RANDOLPH | JAMES | | FT89- | 4088 |
| 3 | RAY | EDWARD | | FT88- | 2011 |
| 3 | REED | TYRAE | T. | FT89- | 1721 |
| 3 | RICHARDS | STEPHANIE | | FT88- | 1827 |
| 3 | RILEY | BRYAN | | FT88- | 3011 |
| 3 | RIVERS | STEWART | A. | FT89- | 3784 |
| 3 | SAMUELS | MICHAEL | W. | FT88- | 1507 |
| 3 | SAUNDERS | DEREK | | FT89- | 1274 |
| 3 | SELBY | JOHN | | FT89- | 480 |
| 3 | SEWARD | DARRYL | | FT89- | 361 |
| 3 | SEYMOUR | DURRAN | | FT88- | 2288 |
| 3 | SHEPPARD | AARON | | FT89- | 2345 |
| 3 | SHORTER | ROBERT | N. | FT89- | 1534 |
| 3 | SIDCA | LUIS | | FT89- | 3965 |
| 3 | SMITH | ANTHONY | | FT88- | 2553 |
| 3 | SMITH | CALVIN | C. | FT89- | 234 |
| 3 | SMITH | DONALD | | FT89- | 3387 |
| 3 | SMITH | ERIC | A. | FT88- | 2379 |
| 3 | SMITH | JAMES | | FT88- | 291 |
| 3 | STEELE | GARY | | FT89- | 2477 |

1988 AND 1989 FELONY PANEL CASES

| BOX# | LAST NAME | FIRST NAME | MI | OPD# | NOTE |
|------|------------|------------|----|-----------|------|
| 3 | SWEITS | VINCENT | R. | FT88- | 96 |
| 3 | SYE | PAUL | W. | FT89-2387 | |
| 3 | TERRY | REGINALD | | FT88- | 353 |
| 3 | THOMAS | GREGORY | | FT89- | 640 |
| 3 | TILLMAN | JOSEPH | | FT88- | 426 |
| 3 | TOLSON | EDWARD | F. | FT88-2555 | |
| 3 | TOLSON | THOMAS | | FT89- | 119 |
| 3 | TRAVERS | JANET | | FT88- | 969 |
| 3 | TURNER | CLEARANCE | | FT89-2222 | |
| 3 | VAUGHN | MICHAEL | | FT89-1431 | |
| 3 | WADDELL | WARREN | | FT89-1885 | |
| 3 | WALKER | SHAWN | L. | FT89-2479 | |
| 3 | WARD | CURTIS | | FT88-2193 | |
| 3 | WARD | SHARON | | FT88-2149 | |
| 3 | WHIPPLE | LAMONT | | FT89- | 419 |
| 3 | WHITE | BRIAN | J. | FT88-3206 | |
| 3 | WHITTING | CALVIN | J. | FT88- | 399 |
| 3 | WIGGINS | DARNELL | | FT88-2784 | |
| 3 | WIGGINS | DARNELL | | FT88-2965 | |
| 3 | WILKES | MICHAEL | | FT88-1812 | |
| 3 | WILLIAMS | DARNELL | | FT89-2887 | |
| 3 | WILLIAMS | KEVIN | | FT89-969 | |
| 3 | WILSON | MICHAEL | L. | FT89-3737 | |
| 3 | WISNIEWSKI | RICK | | FT88- | 496 |
| 3 | YOUNG | SHEILA | | FT88-3083 | |

R-102

S-35

2 Empties

J. E.

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY OFFICE OF PUBLIC DEFENDERS | | ACCESSION NO. 93W29 | DATE REC'D 7-23-92 |
| B. DIVISION/UNIT JUVENILE DELINQUENCY | | | RM CODE 22.03 |
| C. MAILING ADDRESS 201 ST. PAUL PLACE | | LOCATION RANGE 3 SECTION(S) 21 | NO. OF CU. FT. 1 |
| D. PHONE NO. 333-1080 | | RECORDS CENTER MANAGER: | |
| E. AGENCY OFFICIAL <i>Sonia Ferguson</i> SONIA FERGUSON | | TO BE 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 | 1990-1988 JUVENILE DELINQUENCY AMENDED TRANSMITTALS | SCHEDULE 1228 ITEM-2b1 DESTROY-2003 <i>Jan.</i> DISPOSAL 7/29/03 LJS |

NAME

OPD#

| | |
|-------------------------|-------------------------------|
| ADAMS, JAMES L. JR | J89-5064 |
| AUSTIN, DARRNELL E. | 89-4330 |
| BAILEY, DANIELLE | 89-2289 |
| BAILEY, SERITA J. | 89-287 87-26673 89-4197 |
| BAILEY, GARY D. | 89-2406 |
| BAKER DONTÉ | 88-943 88-5783 |
| BAREFIELD, TARRONE | 89-3367 |
| BUTTINGHAM, GARY | 883595 89-2881 |
| BOICE, TYRONE | 86-4949 89-166 |
| BUSCEMI, JOHN | 89-4570 |
| BULTER, JAMES M. | 89-5291 |
| CHANEY, RODNEY A. | 89-2436 |
| CLARK, THOMAS A. | 89-2934 |
| CLEMONS, THADDEUS D. JR | 89-5231 |
| COMMODORE, CINSETTA | 89-3747 |
| CURTIS, QUENTIN | 89-3699 |
| DATES, LAMMONT | 89-4108 |
| DAVIS, DOMONE | 91-2634 |
| DAVIS, DOMONE | 88-819 |
| DAVIS, ROBERT | 88-19 |
| DEMPSLY, JONATHAN | 88-3959 |
| DIXON, CHARLES D. | 88-2624 |
| DORSEY, TIMOTHY | 88-915 |
| EVANS, MONTREL | 89-2030 89-743 |

NAME

OPD#

| | |
|-------------------------|--|
| GLADNEY, JESSIE D. | J89-4574 |
| GRASS, DARELL | 86-1928 |
| GREEN, CHRIS A. | 89-3424 |
| HAMILTON, DONTAY S. | 89-5068 |
| HAWKINS, PRESTON M. | 88-5156 88-5158 89-1459 89-4193 |
| JONES, DONTAE L. | 89-4193 |
| LOCKETT, KEEYAENE | 89-942 |
| MCCOLEREN, WILLIAMS | 89-5318 |
| NASH, DERRICK D. | 89-3945 |
| PARKER, CINDY L. | 89-3955 |
| PAYNE, ANTWAN | 89-218 |
| PAMPEY, JERMAIN | 89-5204 |
| SMITH, LASHAWN A. | 89-2726 |
| STRANGE, BENARD A. | 88-1261 88-2997 89-4911 88-5391 |
| WALKER, EARL | 88-4402 |
| WALLACE, TERRY L. | 89-3581 |
| WASHINGTON, MONTELLA M. | 88-1519 88-1672 |
| WILLIAMS, MONTELL D. | 89-1619 |

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY
1. OFFICE OF THE PUBIC DEFENDER

B. DIVISION/UNIT
CIRCUIT COURT-MJT

C. MAILING ADDRESS
201 ST. PAUL PLACE
BALTIMORE, MD 21202

D. PHONE NO.
(410) 333-1080

ACCESSION NO.
93W213

DATE REC'D
8-20-92

RM CODE
22.03

LOCATION
RANGE SECTION(S)
128 13-14

NO. OF CU. FT.
48

RECORDS CENTER MANAGER

E. AGENCY OFFICIAL
SONIA FERGUSON *Sonia Ferguson*

TO BE COMPLETED AT
STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS

3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE

1-48

CIRCUIT COURT
MISDEMEANOR JURY TRIAL CASES
1989-91

SCHEDULE 1228
ITEM 2a
~~DESTROY 2004~~
7/03

DISPOSAL
8/7/03
LJS

R-128

S-13-14

1 empty

R128

S14

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1373)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

E ✓

| | | |
|--|---|------------------------------|
| A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER | ACCESSION NO. 93W1322 | DATE REC'D 4-23-93 |
| B. DIVISION/UNIT APPELLATE | RM CODE 22.03 | |
| C. MAILING ADDRESS 201 ST. PAUL PLACE BALTIMORE, MD 21202 | LOCATION RANGE SECTION(S) 152 35 | NO. OF CU. FT. 1 |
| D. PHONE NO. (410) 333-1080 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL SONIA FERGUSON <i>Sonia Ferguson</i> | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|--|
| 1 | 1990 ADMENDMENT TRANSMITTAL ALSTON, JOHN A-01-90-1089 T,M,O,BE,BT | SCHEDULE 1228 ITEM NO. 2d DISPOSAL DATE 7/2002 <div style="font-size: 2em; font-family: cursive;"> DISPOSAL 9/22/03 LJS </div> |

E ✓

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 700-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|-----------------------------|----------------------------|
| A. AGENCY OFFICE OF THE PUBLIC DEFENDER | ACCESSION NO. 93W1458 | DATE REC'D 5-5-93 | |
| | B. DIVISION/UNIT DEATH PENALTY DEFENSE UNIT | RM CODE 22.03 | |
| C. MAILING ADDRESS 201 ST. PAUL PLACE BALTIMORE, MD 21202 | LOCATION RANGE SECTION(S) 113 28 | | NO. OF CU. FT. 1 |
| | D. PHONE NO. (410) 333-1932 | | |
| E. AGENCY OFFICIAL SONIA FERGUSON <i>Sonia Ferguson</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 | DEATHE PENALTY DEFENSE UNIT 1990 WOODSON, SHAWN A-01-90-0049 | SCHEDULE 1228 ITEM 2a DESTROY 2003 <i>Disposal 8/03</i> |

R-113

S-28

2 empties

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 94W26 | DATE REC'D 7-13-93 |
|---|--|--|------------------------------|
| B. DIVISION/UNIT APPELLATE | | | RM CODE 22.03 |
| C. MAILING ADDRESS 201 ST. PAUL PLACE BALTIMORE, MD 21202 | | LOCATION RANGE SECTION(S) 148 19 | NO. OF CU. FT. 1 |
| D. PHONE NO. (410) 333-1080 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL SONIA FERGUSON <i>Sonia Ferguson</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | |
| 1 | 1989 AMENDMENT TRANSMITTAL GREEN, FRANK A-07-89-002 T,M,O,BE,BT | SCHEDULE 1228 ITEM 2a DESTROY 2002 <i>Jan.</i> <i>DISPOSAL</i> <i>JIS</i> <i>8/5/03</i> | |



RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. <i>94W104</i> | DATE REC'D <i>7-26-93</i> |
| B. DIVISION/UNIT MENTAL HEALTH | | | RM CODE <i>22.09</i> |
| C. MAILING ADDRESS 7500 RITCHIE HWY, SUITE 206 GLEN BURNIE, MD. 21061 | | LOCATION RANGE SECTION(S) <i>155 23</i> | NO. OF CU. FT. <i>2</i> |
| D. PHONE NO. (410) 333-1080 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL SONIA FERGUSON <i>Sonia Ferguson</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS 2 | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 1989 MENTAL HEALTH TRANSMITTAL AMENDMENT | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE SCHEDULE 1274 ITEM 1b DESTROY 2001 <i>1/02</i> <i>DISPOSAL</i> <i>8/5/03</i> <i>LJS</i> | |

R-155

S-~~2024~~23

31 empty
-R155
S23-24

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| A. AGENCY 1. Office Of The Public Defender | | ACCESSION NO. 94W587 | DATE REC'D 11-17-93 |
|--|--|--|---|
| B. DIVISION/UNIT Appellate Division | | RM CODE 22.03 | |
| C. MAILING ADDRESS 201 St. Paul Place Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 151 19 | NO. OF CU. FT. 1 |
| D. PHONE NO. 333-1080 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Sonia Ferguson Sonia Ferguson | | TO BE 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 | 1989 Amended Transmittal Praylow, Curtis A-05-89-303 T,O,M,BE,BT | Schedule 1228 Item 2a Destroy 2002, Jan DISPOSAL 9/22/03 LJS | |

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 94W1044 | DATE REC'D 4-28-94 |
| B. DIVISION/UNIT Appellate Division | | RM CODE 22.03 | |
| C. MAILING ADDRESS 201 St. Paul Place Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 143 25 | NO. OF CU. FT. 1 |
| D. PHONE NO. 333-8152 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Sonia Ferguson <i>Sonia Ferguson</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|--|
| 1 | Williams, Betty T,M,O,BE,BT File & Transcript A-09-91-240 | Schedule 1228 Item 2B Disposal July 2003 <i>Disposal</i> <i>8/6/03</i> <i>LJS</i> |

E ✓

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|------------------------------|
| A. AGENCY 1. Office of the Public Defender. | | ACCESSION NO. 94W884 | DATE REC'D 3-9-94 |
| B. DIVISION/UNIT Appellate Administration | | | RM CODE 22.03 |
| C. MAILING ADDRESS 201 St. Paul Place Baltimore, Md. 21202 | | LOCATION RANGE SECTION(S) 152 17-22 | NO. OF CU. FT. 221 |
| D. PHONE NO. 333-1080 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Sonia Ferguson <i>Sonia Ferguson</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|--|
| 1-221 | 1991 Appellate Transmittals | Schedule-1228 Item-2B Disposal Date- 2003-July <i>*Missing Boxes- 113, 134, 216 + 219 DISPOSAL 8/8/03 LJS</i> |

R-152

S-17-~~B~~22

Missing Boxes = 113, 134, 216, + 219

8 empty

R152

S23

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|---|---|------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 95W95 | DATE REC'D 7-29-94 |
| B. DIVISION/UNIT Appellate Division | | | RM CODE 22.03 |
| C. MAILING ADDRESS 201 St. Paul Place Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 100 34 | NO. OF CU. FT. 2 |
| D. PHONE NO. 333-1080 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Sonia Ferguson <i>Sonia Ferguson</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS 1-2 | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 1987 Amended Appellate Transmittal James Ricks A-01-87-0044 transcript and notes | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule: 1228 Item D Disposal Date: January 2003 <i>Disposal 8/03</i> | |

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|---|---|------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 95W96 | DATE REC'D 7-29-94 |
| B. DIVISION/UNIT Appellate Division | | LOCATION RANGE SECTION(S) 100 34 | RM CODE 22.03 |
| C. MAILING ADDRESS 201 St. Paul Place Baltimore, Maryland 21202 | | NO. OF CU. FT. 2 | |
| D. PHONE NO. 333-1080 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Sonia Ferguson <i>Sonia Ferguson</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS 1 - 2 | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Amendment to 1991 Appellate Transmittal John Booth A-C1-91-0009 Inventory T,O,M,C,BE,BT,C | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule 1228 Item D Disposal Date: July 2003 <i>Disposal 8/5/03</i> | |

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 95W406 | DATE REC'D 10-3-94 |
| B. DIVISION/UNIT Appellate Division. | | | RM CODE 22.03 |
| C. MAILING ADDRESS 201 St. Paul Place Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 116 1 | NO. OF CU. FT. 1 |
| D. PHONE NO. 333-1080 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Sonia Ferguson <i>Sonia Ferguson</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|--|
| 1 | Eugene Dale A-01-91-596 Inventory: M, BE, BT, O Related Papers | Schedule 1228 Item 2B Disposal Date July 2003 <i>DISPOSAL</i> <i>9/3/03</i> <i>LJS</i> |

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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. Office of the Public Defender | | ACCESSION NO. 95W1611 | DATE REC'D 6-9-95 |
| B. DIVISION/UNIT Collateral Review | | | RM CODE 22.03 |
| C. MAILING ADDRESS 201 St. Paul Place Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 129 21-22 | NO. OF CU. FT. 51 |
| D. PHONE NO. 333-1080 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Sonia Ferguson <i>Sonia Ferguson</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS 1 - 50 50-A | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Collateral Review Post Conviction Folders Assorted Years (85-91) | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule 1427 A-1 Item #3A <i>Destroy 2003- July</i> | |
| | | <i>DISPOSAL 8/7/03 JES</i> | |

~~R-122~~
~~S-18-19~~

R-129
S-21-22

Total Bxco-51

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. Office of the Public Defender | | ACCESSION NO. 96W1266 | DATE REC'D 4-11-96 |
| B. DIVISION/UNIT Circuit Court | | | RM CODE 22.03 |
| C. MAILING ADDRESS 201 St. Paul Place Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 129 28 | NO. OF CU. FT. 1 |
| D. PHONE NO. 333-1080 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Sonia Ferguson <i>Sonia Ferguson</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 1 | Amendment of Circuit Court Closed Folders (Various Years) 1987-1991 | Schedule 1228 Item #2A Disposal Date July, 2007 2003 <i>DISPOSAL</i> <i>8/7/03</i> <i>JSS</i> |

10/06/95

CIRCUIT COURT AMENDMENT

Page 1

| LNAME | FNAME | OPDNO | CASENO | YEAR | BOXNO |
|---------|----------|-----------|--------|------|-------|
| BROWN | NORMAN | FT87-422 | | 1987 | 1 |
| COLVIN | RODERICK | FT89-2076 | | 1989 | 1 |
| INGRAM | ROBERT | FT90-3156 | | 1990 | 1 |
| WHEELER | LOUIS | FT91-1922 | | 1991 | 1 |

E ✓

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|-----------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 96W1660 | DATE RECD 6-18-96 |
| B. DIVISION/UNIT Juvenile | | | RM CODE 22.03 |
| C. MAILING ADDRESS 201 St. Paul Place Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 26 13 | NO. OF CU. FT. 1 |
| D. PHONE NO. 333-1080 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Sonia Ferguson <i>Sonia Ferguson</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 1 | Amendment to 1988 Juvenile Closed Case Folders | Schedule 1228 Item 2B <i>July</i> Destroy 2000 DISPOSAL 10/14/03 LJS |

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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|--|------------------------------|
| A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 96W1662 | DATE REC'D 6-18-96 |
| B. DIVISION/UNIT COLLATERAL REVIEW DIVISION | | | RM CODE 22.03 |
| C. MAILING ADDRESS 201 ST. PAUL PLACE BALTIMORE, MARYLAND 21202 | | LOCATION RANGE SECTION(S) 43 14 | NO. OF CU. FT. 1 |
| D. PHONE NO. 333-1080 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL SONIA FERGUSON <i>Sonia Ferguson</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | |
| 1 | AMENDMENT TO 90-91 COLLATERAL REVIEW CLOSED CASE FOLDERS GEORGE DIXON B01-91-230 EDWARD JEFFERSON B01-91-1362 DOUGLAS ERTHERINE B01-91-1298 | SCHEDULE 1427-A1 Item 3A DESTROY 2000 July 2003 <i>DESTROY</i> <i>7/10/03</i> <i>LJS</i> | |

COLLATERAL REVIEW 90-91 AMENDMENT

GEORGE DIXON
EDWARD JEFFERSON
DOUGLAS ERTHERINE
RAY TANGIER

B01-91-230
B01-91-1362
B01-91-1298
B08-91-1739

✓ E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 96W1666 | DATE REC'D 6-18-96 |
| B. DIVISION/UNIT Juvenile | | | RM CODE 22.03 |
| C. MAILING ADDRESS 201 St. Paul Place Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 49 35 | NO. OF CJ. FT. 2 |
| D. PHONE NO. 333-1080 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Sonia Ferguson <i>Sonia Ferguson</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 | Amendment to 1991 Juvenile Closed Case Folders | Schedule 1228 Item 2B <i>July</i> Destroy 2003 <i>DISPOSAC</i> <i>10/8/03</i> <i>LSS</i> |

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|-----------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 00W65 | DATE REC'D 8-4-99 |
| B. DIVISION/UNIT Appellate | | | RM CODE 22.03 |
| C. MAILING ADDRESS 201 St. Paul Place Baltimore, Maryland 21202 | | LOCATION RANGE SECTION(S) 45 14 | NO. OF CU.FT. 2 |
| D. PHONE NO. (410) 333-1080 EXT.207 | | RECORDS CENTER MANAGER <i>Paul [Signature]</i> | |
| E. AGENCY OFFICIAL Sonia T. Ferguson | | TO BE 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 | Amendment to 1991 Appellate Transmittal Peter, Allen A-05-91-318 (Trans only) Everrett, Perry A-08-91-179 | Schedule 1228 Item 2D Destroy July 2003 | |
| 2 | Hernandez, Kevin A-06-91-435 | DISPOSAL 10/10/03 LJS | |

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|--|------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 02W31 | DATE REC'D 7-17-01 |
| B. DIVISION/UNIT Collateral Review | | | RM CODE 22.03 |
| C. MAILING ADDRESS 201 St. Paul Place Baltimore, Maryland 21202 | | LOCATION 46 19 | NO. OF CU.FT 1 |
| D. PHONE NO. (410) 333-1080 EXT.207 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Sonia T. Ferguson <i>Sonia T. Ferguson</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | |
| 1 | 1991 Collateral Review Amendment Donald Warren B-01-91-1156 | Schedule 1427A1 Item 3A Destroy July 2001 2003 DISPOSAL 10/7/03 LSD | |

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. OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 03W741 | DATE REC'D 3-27-03 |
| B. DIVISION/UNIT CAPITAL DEFENSE | | | RM CODE 22-03.02 |
| C. MAILING ADDRESS 520 W Fayette St BALTIMORE, MD 21201 | | LOCATION RANGE SECTION(S) 101 12 | NO. OF CU. FT. 4 |
| D. PHONE NO. 410-333 4767 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL ELLEN Matthews | | TO BE 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 | JACK MAYHEW 1991 | SCH # 1028-24 July 2003 |
| 2 | JACK MAYHEW 1991 | 2003 |
| *3 | ROBERT BEDFORD 1991 | 2003 |
| 4 | Michael Whittlesey 1991 | 2003 |

Disposal 8/5/03

| | | | |
|---|-----|--|--|
| 22.04 | OPD | 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 | | | |
| Office of the Public Defender Baltimore County | | | |
| 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. | | | | |
| 95W174 | Closed Capital Case Files | 1228 | 2a | FY 1991 | 4 | 7/2003 | RECYCLE |
| 95W177 | Closed Circuit Court Case Files | 1228 | 2a | FY 1991 | 70 | 7/2003 | RECYCLE |
| 95W178 | Closed Juvenile Court Case Files | 1228 | 2b | FY 1991 | 11 | 7/2003 | RECYCLE |
| 97W65 | Closed Juvenile Court Case Files | 1228 | 2b | FY 1991 | 5 | 7/2003 | RECYCLE |
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I hereby certify that the records listed above were disposed of as indicated

| | | |
|-------------------------------------|--|----------------------------------|
| <u>Charlie P Lopez</u> Signature | <u>Records Center Manager</u> Title | <u>December 31, 2003</u> Date |
|-------------------------------------|--|----------------------------------|

E ✓

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|---|---|---|
| A. AGENCY OFFICE OF THE PUBLIC DEFENDER | ACCESSION NO. 95W174 | DATE REC'D 8-10-94 |
| | B. DIVISION/UNIT BALTIMORE COUNTY | RM. CODE 22.04 |
| C. MAILING ADDRESS 500 VIRGINIA AVENUE, TOWSON, MD 21204 | | LOCATION RANGE SECTION(S) 153 12 |
| | D. PHONE NO. 321-2961 | RECORDS CENTER MANAGER |
| E. AGENCY OFFICIAL THELMA J. THOMPSON, DISTRICT PUBLIC DEFENSE | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 4 boxes | CLOSED CAPITAL CASE FILES — OFFICE OF THE PUBLIC DEFENDER BALTIMORE COUNTY OFFICE — FISCAL YEAR 1990-91 | SCHEDULE 1228 ITEM 2-A DESTROY JULY 2002 2003 |
| 1 | Alan Zuk, DP # 8-91-0805, OFD # 8-91-2465 | <p>DISPOSAL 8/6/03 LJB</p> |
| 2 | Alan Zuk, DP #8-91-0805, OFD # 8-91-2465 | |
| 3 | Alan Zuk, DP #8-91-0805, OFD # 8-91-2465 | |
| 4 | Alan Zuk, DP # 8-91-0805, OFD # 8-91-2465 | |

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 376, JESSUP, MD. 20794 (TELEPHONE - 700-1376)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES:

✓ E

| | | |
|---|--|--|
| A. AGENCY 1. Office of the Public Defender | ACCESSION NO. 95W177 | DATE REC'D 8-10-94 |
| B. DIVISION/UNIT Baltimore County | RM CODE 22.04 | |
| C. MAILING ADDRESS 500 Virginia Avenue, Towson, Md. | LOCATION RANGE SECTION(S) 100 19-22 | NO. OF CU. FT. 70 |
| D. PHONE NO. 321-2961 | RECORDS CENTER MANAGER _____ | |
| E. AGENCY OFFICIAL Thelma J. Thompson, District Public Defender | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|--|
| 65 boxes | OFFICE OF THE PUBLIC DEFENDER -- CLOSED CIRCUIT COURT FILES FISCAL YEAR 1990-91 | Schedule 1228 Item 2-A DESTROY - _____ |
| 1 | 8-91-1 to 8-91-180 | <div style="font-size: 1.5em; font-weight: bold;">7/02</div> <div style="font-size: 1.5em; font-weight: bold;">July 2003</div> <div style="font-size: 2em; font-weight: bold; margin-top: 20px;">Disposal</div> <div style="font-size: 1.5em; font-weight: bold;">8/5/03</div> |
| 2 | 8-91-181 to 8-91-389 | |
| 3 | 8-91-390 to 8-91-543 | |
| 4 | 8-91-544 to 8-91-727 | |
| 5 | 8-91-730 to 8-91-925 | |
| 6 | 8-91-926 to 8-91-1128 | |
| 7 | 8-91-1150 to 8-91-1332 | |
| 8 | 8-91-1339 to 8-91-1546 | |
| 9 | 8-91-1548 to 8-91-1751 | |
| 10 | 8-91-1762 to 8-91-2067 | |
| 11 | 8-91-2068 to 8-91-2262 | |
| 12 | 8-91-2263 to 8-91-2367 | |
| 13 | 8-91-2405 to 8-91-2609 | |
| 14 | 8-91-2621 to 8-91-2811 | |
| 15 | 8-91-2817 to 8-91-2984 | |
| 16 | 8-91-2988 to 8-91-3181 | |
| 17 | 8-91-3182 to 8-91-3344 | |
| 18 | 8-91-3373 to 8-91-5112 | |
| 19 | 8-91-5114 to 8-91-5230 | |
| 20 | 8-91-5231 to 8-91-5388 | |
| 21 | 8-91-5389 to 8-91-5500 | |
| 22 | 8-91-5501 to 8-91-5622 | |
| 23 | 8-91-5623 to 8-91- 5754 5754 | |
| 24 | 8-91-5755 to 8-91-5835 | |
| 25 | 8-91-5836 to 8-91-5908 | |
| 26 | 8-91-5909 to 8-91-6021 | |
| 27 | 8-91-6023 to 8-91-6115 | |
| 28 | 8-91-6616 to 8-91-6280 | |
| 29 | 8-91-6299 to 8-91-6437 | |
| 30 | 8-91-6438 to 8-91-6595 | |



WILLIAM DONALD SCHAEFER
GOVERNOR

OFFICE OF THE PUBLIC DEFENDER

500 VIRGINIA AVENUE
TOWSON, MARYLAND 21204

TELEPHONE: (410) 321-3727

STEPHEN E. HARRIS
PUBLIC DEFENDER

RONALD A. KARASIC
DEPUTY PUBLIC DEFENDER

PHYLLIS D. K. HILDRETH
CHIEF COUNSEL, ADMINISTRATION

THELMA J. THOMPSON
PUBLIC DEFENDER FOR
BALTIMORE COUNTY

BOX NUMBERDESCRIPTION OF RECORDS

| | |
|------|--------------------------|
| 31 | 8-91-6597 to 8-91-6797 |
| 32 A | 8-91-7056 |
| 32 | 8-91-6798 to 8-91-7062 |
| 33 | 8-91-7063 to 8-91-7238 |
| 34 | 8-91-7242 to 8-91-7396 |
| 35 | 8-91-7401 to 8-91-7525 |
| 36 | 8-91-7527 to 8-91-7575 |
| 37 | 8-91-7577 to 8-91-7763 |
| 38 | 8-91-7764 to 8-91-8023 |
| 39 | 8-91-8024 to 8-91-8145 |
| 40 | 8-91-8150 to 8-91-8319 |
| 41 | 8-91-8320 to 8-91-8513 |
| 42 A | 8-91-8636 <i>missing</i> |
| 42 | 8-91-8514 to 8-91-8674 |
| 44 | 8-91-8865 to 8-91-9024 |
| 45 | 8-91-9005 to 8-91-9209 |
| 46 | 8-91-9210 to 8-91-9438 |
| 47 | 8-91-9439 to 8-91-9671 |
| 48 | 8-91-9675 to 8-91-9957 |
| 49 | 8-91-9958 to 8-91-10202 |
| 50 A | 8-91-10282 |
| 50 | 8-91-10203 to 8-91-10414 |
| 51 | 8-91-10417 to 8-91-10643 |
| 52 | 8-91-10694 to 8-91-10918 |
| 53 | 8-91-10919 to 8-91-11105 |
| 54 | 8-91-11106 to 8-91-11335 |
| 55 | 8-91-11336 to 8-91-11632 |
| 55 A | 8-91-11638 to 8-91-11902 |
| 56 | 8-91-11907 to 8-91-12078 |
| 57 | 8-91-12080 to 8-91-12362 |
| 58 | 8-91-12637 to 8-91-12698 |
| 59 | 8-91-12672 to 8-91-13017 |
| 60 | 8-91-13018 to 8-91-13242 |
| 61 | 8-91-13250 to 8-91-13457 |
| 62 | 8-91-13406 to 8-91-13731 |
| 63 | 8-91-13732 to 8-91-14003 |
| 64 | 8-91-14007 to 8-91-14237 |

BOX NO: 43 - 8-91-8709-to 8-91-8863

Bx 50 B 8-91-10412

65 ~~65~~*miscellaneous files**8-91-11119 - Duane Jones (2 files) 91 CR 1785**8-91-2523 - John E. Staten (90 CR 3999)**8-91-5873 - James A. Reynolds (90 CR 0255)*

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES.

| | | |
|--|--|------------------------------|
| A. AGENCY OFFICE OF THE PUBLIC DEFENDER | ACCESSION NO. 95W178 | DATE REC'D 8-10-94 |
| B. DIVISION/UNIT BALTIMORE COUNTY - DISTRICT 8 | LOCATION: RANGE: 100 SECTION(S) 22-23 | RM CODE 22.04 |
| C. MAILING ADDRESS 500 VIRGINIA AVENUE, TOWSON, MARYLAND 21204 | RECORDS CENTER MANAGER: | NO. OF CU. FT. 11 |
| D. PHONE NO. 321-2961 | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| E. AGENCY OFFICIAL THELMA J. THOMPSON, DISTRICT PUBLIC DEFENDER | | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|--|
| 11 boxes | OFFICE OF THE PUBLIC DEFENDER _ CLOSED JUVENILE CASE FILES FISCAL YEAR 1991 8-91-1 to 8-91-560 | SCHEDULE 812 1228 ITEM 2-B DESTROY July 2003 |
| 1 | 8-91- 1 through 8 -91-560 | |
| 2 | 8-91-561 through 8-91-1130 | |
| 3 | 8-91-1131 through 8-91-1570 | <i>Disposal</i> 8/5/03 |
| 4 | 8-91-1602 through 8-91-2341 | |
| 5 | 8-91-2348 through 8-91-3412 | |
| 6 | 8-91-3500 through 8-91-3999 | |
| 7 | 8-91-4000 through 8-91-4099 | |
| 8 | 8-91-4100 through 8-91-4199 | |
| 9 | 8-91-4200 through 8-91-4308 | |
| 10 | 8-91-4310 through 8-91-4408 | |
| 11 | 8-91-4410 through 8-91-4494 | |

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~~5-19-23~~ 5-22-23

5 empties

8-23

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|---|--|--|
| AGENCY OFFICE OF THE PUBLIC DEFENDER DIVISION/UNIT BALTIMORE COUNTY MAILING ADDRESS 500 VIRGINIA AVENUE Towson, Md. 21204 PHONE NO. (410) 321-2902 AGENCY OFFICIAL Thelma J. Thompson, District Public Defender | ACCESSION NO. 97W65 | DATE REC'D 8-5-96 FBI CODE 22.04 NO. OF CU. FT. 5 |
| LOCATION RANGE SECTION(S) 41 30 | | RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER |
| BOX NUMBERS | 3. DEFENDER DESCRIPTION OF RECORDS WITH INCLUSIVE DATES PUBLIC DEFENDER/ CLOSED JUVENILE CASE FILE FISCAL YEAR 1991 5 BOXES 1 8-91-3750 to 8-91-3868 2 8-91-3949 to 8-91-3998 3 8-91-3615 to 8-91-3681 4 8-91-3682 to 8-91-3748 5 8-91-3869 to 8-91-3948 | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE # 1228 # 2B 7/03 DISPOSAL 10/10/05 LJS |

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|-------------------------------|
| A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 98W425 | DATE REC'D 11/10/97 |
| B. DIVISION/UNIT DISTRICT FOUR - CALVERT COUNTY | | LOCATION RANGE SECTION(S) 63 21 | RM CODE 22.05 |
| C. MAILING ADDRESS SOUTHERN MARYLAND TRADE CENTER 101 CATALPA DRIVE, SUITE 102A LAPLATA, MD 20646 | | | NO. OF CU. FT. 4 |
| D. PHONE NO. (301) 609-9802 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL DARLENE K. WHITAKER | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|--|
| 7 | 4-90-1073 - 4-91-0265 | 1228 # 2A & 2B1 7/03 DISPOSAL 9/29/03 LIS |
| 8 | 4-91-0266 - 4-91-0678 | |
| 9 | 4-91-0697 - 4-91-1142 | |
| 22 | 4-86-0793 - 4-91-0774 JUVENILE | |

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 22.02.00 | | 22.07 ACCESSION NO. 93W524 | | DATE REC'D 10-16-92 | |
|---|--|--|--|---|--|
| b) AGENCY OFFICE OF THE PUBLIC DEFENDER | | LOCATION - RANGE 103 | | SECTION(S) 31-32 | |
| c) DIVISION / UNIT DISTRICT 10-CARROLL COUNTY | | NO. OF CU. FT. 23 | | RECORDS CENTER MANAGER | |
| d) MAILING ADDRESS Suite 106 55 North Court Street Westminster, Maryland 21157 | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | | | |
| e) AGENCY OFFICIAL <i>Barbara Citrano</i> Barbara Citrano, Office Mgr. 876-2788 | | PHONE NO. 876-2788 | | | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) | | | |
| | CIRCUIT COURT CASE FOLDERS CLOSED OUT BETWEEN 7/1/90 to 6/30/91 | | | | |
| 1. | 10-00419-86-C to 10-01157-89-C | 812 ITEM #2A JULY 2003 Disposal 8/6/03 | | | |
| 2. | 10-01181-89-C to 10-02193-89-C | | | | |
| 3. | 10-00046-90-C to 10-00420-90-C | | | | |
| 4. | 10-00434-90-C to 10-00777-90-C | | | | |
| 5. | 10-00778-90-C to 10-01052-90-C | | | | |
| 6. | 10-01058-90-C to 10-01221-90-C | | | | |
| 7. | 10-01225-90-C to 10-01412-90-C | | | | |
| 8. | 10-01415-90-C to 10-01584-90-C | | | | |
| 9. | 10-01601-90-C to 10-01810-90-C | | | | |
| 10. | 10-01811-90-C to 10-01952-90-C | | | | |
| 11. | 10-01959-90-C to 10-02163-90-C | | | | |
| 12. | 10-02164-90-C to 10-00152-91-C | | | | |
| 13. | 10-00153-91-C to 10-00318-91-C | | | | |
| 14. | 10-00339-91-C to 10-00456-91-C | | | | |
| 15. | 10-00458-91-C to 10-00659-91-C | | | | |

| Box Numbers | Description of Records with INCLUSIVE DATE | Disposal Authority (Schedule, item no., Disposal D) |
|-------------|--|---|
| | CIRCUIT COURT CASE FOLDERS CLOSED OUT BETWEEN 7/1/90 to 6/30/91 | |
| 16. | 10-00676-91-C to 10-00781-91-C | 812 |
| 17. | 10-00787-91-C to 10-00964-91-C | ITEM @2A |
| 18. | 10-00965-91-C to 10-01131-91-C | July 2003 |
| 19. | 10-01134-91-C to 10-01352-91-C | |
| 20. | 10-01353-91-C to 10-01648-91-C | |
| 21. | 10-01649-91-C to 10-02013-91-C | |
| 22. | 10-01654-88-C Joan Stavropulos Case No. 11719 10-01655-88-C Joan Stavropulos Case No. 11720 | |
| 23. | (CONTINUED) 10-01654-88-C Joan Stavropulos Case No. 11719 10-01655-88-C Joan Stavropulos Case No. 11720 Beall, Howard Case No. 10817 10-01748-87-C Bourne, Douglas Case No. CV-7653 10-00110-90-C Decker, Sted Case No. CV-6886 10-01335-89-C Decker, Sted Case No. CV-7604 10-00062-90-C Lutz, Melissa Case No. C-11635 10-01357-88-C Smith, Steven Case No. C-1966 10-01291-84-C Smith, Steven Case No. C-9269 10-00190-85-C Whiteaker, Bryan Case No. C-9570 10-00906-88-C Whiteaker, Bryan Case No. C-11601 10-01338-88-C | |

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S-31-32

1 empty

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 96W474 | DATE REC'D 11-1-95 |
| B. DIVISION/UNIT Carroll County | | RM CODE 22.07 | |
| C. MAILING ADDRESS 55 North Court Street Westminster, MD 21157 | | LOCATION RANGE SECTION(S) 10 10 | NO. OF CU. FT. 2 |
| D. PHONE NO. (410) 876-2788 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Jeanette Dortch | | TO BE 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 | OPD# 10-01717-91-C (Rhodes) | #1228 #2A 7/03 DISPOSAL 9/3/03 JIS |
| 2 | OPD# 10-01889-91-C (Santos) | |

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1376)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|---|---|-------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 94W434 | DATE REC'D 10-12-93 |
| B. DIVISION/UNIT District Three <i>Cecil Co.</i> | | | RM CODE 22.08 |
| C. MAILING ADDRESS 170 E. Main St. Elkton, MD 21921 | | LOCATION RANGE SECTION(S) 110 13 | NO. OF CU. FT. 1 |
| D. PHONE NO. (410) 996-0640 Fax Number: (410) 996-0633 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Andrea Jones, Office Sec. III | | TO BE 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 | Juvenile Court files for fiscal year 1991 (July 1, 1990 thru JUNE 30, 1991) 3-91-92-C thru 3-91-1428-C | Schedule 1228 Item 2B-1 July 2003 <i>Disposed 8/03</i> | |

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DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 378, JESSUP, MD. 20794 (TELEPHONE - 790-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|-------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 94W777 | DATE REC'D. 2-18-94 |
| B. DIVISION/UNIT District Three <i>Cecil Co.</i> | | | FM CODE 22.08 |
| C. MAILING ADDRESS 170 E. Main St. Elkton, MD 21921 | | LOCATION RANGE SECTION(S) 6 24 | NO. OF COPIES 8 |
| D. PHONE NO. (410) 996-0640 Fax Number: (410) 996-0633 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Andrea Jones, Office Sec. III | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| | Circuit Court files for fiscal year 1991 (July 1, 1990 thru June 30, 1991.) | Schedule 1228 Item 2A July 2003 |
| 1 | 3-91-11-C thru 3-91-633-C | <p>DISPOSAL</p> <p>9/2/03</p> <p>LJS</p> |
| 2 | 3-91-680-C thru 3-91-1376-C | |
| 3 | 3-91-1377-C thru 3-91-2083-C | |
| 4 | 3-91-2111-C thru 3-91-2624-C | |
| 5 | 3-91-2625-C thru 3-91-3109-C | |
| 6 | 3-91-3110-C thru 3-91-3511-C | |
| 7 | 3-91-3512-C thru 3-91-4019-C | |
| 8 | 3-91-4047-C thru 3-91-4241-C | |

✓ E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|-----------------------------|
| A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 95W324 | DATE REC'D 9-6-94 |
| B. DIVISION/UNIT DISTRICT 3 <i>Cecil Co.</i> | | | RM CODE 22.08 |
| C. MAILING ADDRESS 170 E. AMIN STSREET ELKTON, MD 21921 | | LOCATION RANGE SECTION(S) 113 25 | NO. OF CU. FT. 1 |
| D. PHONE NO. 410-996-0640 FAX # 410-996-0633 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL BONNIE SMITH, OFFICE SEC. III | | TO BE 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 | Juvenile Court Files For Fiscal Year 1991 (July 1, 1990 thru June 30, 1991) 3-91-2222C thru 3-91-4230C | Schedule 1228 Item 2B1 July 2003 <i>Disposal</i> <i>8/03</i> |

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

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| 1. AGENCY OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 98W410 | DATE REC'D 11/3/97 |
| 2. DIVISION/UNIT DISTRICT FOUR - CHARLES COUNTY | | | RM CODE 22.09 |
| 3. MAILING ADDRESS SOUTHERN MARYLAND TRADE CENTER 101 CATALPA DRIVE, SUITE 102A LAPLATA, MD 20646 | | LOCATION RANGE SECTION(S) 175 5-6 | NO. OF CU. FT. 17 |
| D. PHONE NO. (301) 609-9802 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL DARLENE K. WHITAKER | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 19 | 4-91-3002 - 4-91-3301 | 1228 # 2A + B1 7/03 DISPOSAL 8/13/03 LJS |
| 20 | 4-91-3317 - 4-91-3491 | |
| 21 | 4-91-3507 - 4-91-3743 | |
| 22 | 4-91-3755 - 4-91-4031 | |
| 23 | 4-91-4073 - 4-91-4236 | |
| 24 | 4-91-4252 - 4-91-4429 | |
| 25 | 4-91-4430 - 4-91-4552 | |
| 26 | 4-91-4556 - 4-91-4666 | |
| 27 | 4-91-4681 - 4-91-4872 | |
| 28 | 4-91-4877 - 4-91-5011 | |
| 29 | 4-91-5015 - 4-91-5226 | |
| 30 | 4-91-5237 - 4-91-5443 | |
| 64 | 4-91-3018 - 4-91-3980 | JUVENILE |
| 65 | 4-91-3308 - 4-91-3495 | JUVENILE |
| 66 | 4-91-3981 - 4-91-4547 | JUVENILE |
| 67 | 4-91-4582 - 4-91-5295 | JUVENILE |
| 68 | 4-91-5305 - 4-91-5491 | JUVENILE |

E

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 789-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY

OPD

DIVISION/UNIT

Dist. 2, Dorchester Co.

MAILING ADDRESS

310 Gay Street

Cambridge MD 21613

PHONE NO.

410-221-2570

AGENCY OFFICIAL

Diana Marshall

ACCESSION NO.

97W900

DATE RECD

4-9-97

RM CODE

22.10

LOCATION

RANGE SECTION(S)

115 28

NO. OF CU. FT.

5

RECORDS CENTER MANAGER

TO BE COMPLETED AT
STATE RECORDS MANAGEMENT CENTER

| BOX NUMBERS | 1. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|-------------|--|---|
| 2 | FY 91 2-91-1060 - 2-91-2933 | |
| 3 | FY 91 2-91-3056 - 2-91-4430 | Item 2A Schedule 1228 |
| 4 | FY 91 2-91-4494 - 2-91-6098 | Destroy FY |
| 5 | FY 91 2-91-6136 - 2-91-7276 | 2003-July |
| 6 | FY 91 2-91-7332 - 2-91-8743 | DISPOSAL |
| | | 9/8/03 LJS |

E ✓

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 709-1377)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|----------------------|
| A. AGENCY 1. OPD | | ACCESSION NO. 00W1180 | DATE REC'D 5-2-00 |
| D. DIVISION/UNIT Dist. 2, Dorchester Co. | | LOCATION RANGE SECTION(S) 22 19 | FORM CODE 22.10 |
| C. MAILING ADDRESS 310 Gay Street Cambridge MD 21613 | | NO. OF CU. FT. 2 | |
| D. PHONE NO. 410-221-2570 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Diana Marshall | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| Box 1 | 2-91-2827 Herbert Nanton | Item 2A Schedule 1228 Destroy FY 2003 July DISPOSAL 10/14/03 LJS |
| 2 | 2-91-2625 Larry Spencer to | |
| | 2-91-3927 Orville Conaway | |

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 769-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|--|--|--------------------------------------|
| <p>A. AGENCY 1.220200</p> | <p>ACCESSION NO. 97W168</p> | <p>DATE REC'D 8-16-96</p> |
| <p>B. DIVISION/UNIT OFFICE OF THE PUBLIC DEFENDER</p> | <p>RM CODE 22.11</p> | |
| <p>C. MAILING ADDRESS 100 WEST PATRICK ST. FREDERICK, MD 21701</p> | <p>LOCATION RANGE SECTION(S) 66 22</p> | <p>NO. OF CU. FT. 22</p> |
| <p>D. PHONE NO. (301) 694-1988</p> | <p>RECORDS CENTER MANAGER</p> | |
| <p>E. AGENCY OFFICIAL TERRY BOYER, OFFICE MANAGER</p> | <p>TO BE COMPLETED AT: STATE RECORDS MANAGEMENT CENTER</p> | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 1. | CIRCUIT COURT FILES FROM 11-91-0001 thru 11-91-0131 | SCHEDULE 1228 JULY 2008 |
| 2. | CIRCUIT COURT FILES FROM 11-91-0132 thru 11-91-0251 | ITEM# 2A SCHEDULE 1228 JULY 2008 |
| 3. | CIRCUIT COURT FILES FROM 11-91-0252 thru 11-91-0520 | ITEM# 2A SCHEDULE 1228 JULY 2008 |
| 4. | CIRCUIT COURT FILES FROM 11-91-0527 thru 11-91-0709 | ITEM# 2A SCHEDULE 1228 JULY 2008 |
| 5. | CIRCUIT COURT FILES FROM 11-91-0742 thru 11-91-0850 | ITEM# 2A SCHEDULE 1228 JULY 2008 |
| 6. | CIRCUIT COURT FILES FROM 11-91-0851 thru 11-91-1070 | ITEM# 2A SCHEDULE 1228 JULY 2008 |

7/03

Disposal

9/24/03

JES

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|--|---|-----------------------|
| A. AGENCY 1.220200 | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT OFFICE OF THE PUBLIC DEFENDER | | RM CODE |
| C. MAILING ADDRESS 100 WEST PATRICK ST. FREDERICK, MD 21701 | LOCATION RANGE: SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. (301) 694-1988 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL TERRY BOYER, OFFICE 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 |
|----------------|---|---|
| 7. | CIRCUIT COURT FILES FROM 11-91-1076 thru 11-91-1197 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 8. | CIRCUIT COURT FILES FROM 11-91-1214 thru 11-91-1479 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 9. | CIRCUIT COURT FILES FROM 11-91-1480 thru 11-91-1717 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 10. | CIRCUIT COURT FILES FROM 11-91-1718 thru 11-91-1884 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 11. | CIRCUIT COURT FILES FROM 11-91-1885 thru 11-91-1993 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 12. | CIRCUIT COURT FILES FROM 11-91-1995 thru 11-91-2197 | SCHEDULE 1228 JULY 2008 ITEM# 2A |

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|--|---|-----------------------|
| A. AGENCY 1.220200 | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT OFFICE OF THE PUBLIC DEFENDER | RM CODE: | |
| C. MAILING ADDRESS 100 WEST PATRICK ST. FREDERICK, MD 21701 | LOCATION RANGE: SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. (301) 694-1988 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL TERRY SOYER, OFFICE 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 |
|----------------|---|---|
| 13. | CIRCUIT COURT FILES FROM 11-91-2214 thru 11-91-2393 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 14. | CIRCUIT COURT FILES FROM 11-91-2407 thru 11-91-2525 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 15. | CIRCUIT COURT FILES FROM 11-91-2545 thru 11-91-2873 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 16. | CIRCUIT COURT FILES FROM 11-91-2874 thru 11-91-2935 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 17. | CIRCUIT COURT FILES FROM 11-91-2936 thru 11-91-3186 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 18. | CIRCUIT COURT FILES FROM 11-91-3187 thru 11-91-3385 | SCHEDULE 1228 JULY 2008 ITEM# 2A |

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 769-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|--|---|-----------------------|
| A. AGENCY 1.220200 | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT OFFICE OF THE PUBLIC DEFENDER | RM CODE | |
| C. MAILING ADDRESS 100 WEST PATRICK ST. FREDERICK, MD 21701 | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. (301) 694-1988 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL TERRY BOYER, OFFICE 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 |
|----------------|---|---|
| 19. | CIRCUIT COURT FILES FROM 11-91-3386 thru 11-91-3493 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 20. | CIRCUIT COURT FILES FROM 11-91-3494 thru 1109103651 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 21. | CIRCUIT COURT FILES FROM 11-91-3652 thru 11-91-3792 | SCHEDULE 1228 JULY 2008 ITEM# 2A |
| 22. | CIRCUIT COURT FILES FROM 11-91-3795 thru 11-91-3861 | SCHEDULE 1228 JULY 2008 ITEM# 2A |

E ✓

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 96WB348 | DATE REC'D 4-22-96 |
| B. DIVISION/UNIT District #12 - Garrett County | | | RM CODE 22.12 |
| C. MAILING ADDRESS Professional Bldg. Office #5 105 S. Second Street Oakland, MD 21550 | | LOCATION RANGE SECTION(S) 28 14 | NO. OF CU. FT. 1 |
| D. PHONE NO. (301) 334-9196 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Nyla Warnick, Secretary | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|--|
| Box #1 | Juvenile Court - Fiscal Year 1991 - #1038 thru #2799 - | Schedule 1228 Item 2b Destroy 2003- <i>July</i> <i>DISPOSAL</i> <i>10/20/03</i> <i>LIS</i> |

EV

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. Office of the Public Defender | | ACCESSION NO. 96W1349 | DATE REC'D 4-22-96 |
| B. DIVISION/UNIT District #12 - Garrett County | | | RM CODE 22.12 |
| C. MAILING ADDRESS Professional Bldg. Office #5 105 S. Second Street Oakland, MD 21550 | | LOCATION RANGE SECTION(S) 20 13 | NO. OF CU. FT. 2 |
| D. PHONE NO. (301) 334-9196 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Nyla Warnick, Secretary | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| Box #1 | Circuit Court - Fiscal Year 1991 - #1013 thru #1798 | Schedule 1228 Item 2a Destroy 2003 |
| Box #2 | Circuit Court - Fiscal Year 1991 - #1823 thru #2828 | Schedule 1228 Item 2a Destroy 2003 - <i>July</i> |

DISPOSAL
10/14/05
253

| | | | |
|---|-----|--|--|
| 22.13 | OPD | 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 | | | |
| Office of the Public Defender Harford County | | | |
| 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. | | | | |
| 94W484 | Juvenile Delinquency Files | 1228 | 2b1 | FY 1990 | 2 | 7/2003 | RECYCLE |
| 94W4859 | Juvenile Delinquency Files | 1228 | 2b1 | FY 1991 | 2 | 7/2003 | RECYCLE |
| 95W260 | Circuit Court Case Files | 1228 | 2a | FY 1990 | 19 | 7/2003 | RECYCLE |
| 95W1245 | Circuit Court Case Files | 1228 | 2a | FY 1991 | 21 | 7/2003 | RECYCLE |
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I hereby certify that the records listed above were disposed of as indicated

| | | |
|------------------------------|---------------------------------|---------------------------|
| Charlie P Lopez Signature | Records Center Manager Title | December 31, 2003 Date |
|------------------------------|---------------------------------|---------------------------|

EV

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|-----------------------|---|-------------------------------|
| a) AGENCY CODE 1. 22-02-00 <i>22-13</i> | | ACCESSION NO. <i>94W484</i> | DATE REC'D <i>10-15-93</i> |
| b) AGENCY Office of the Public Defender | | LOCATION - RANGE <i>109</i> SECTION(S) <i>12</i> | NO. OF CU. FT. <i>2</i> |
| c) DIVISION/UNIT District Nine | | | |
| d) MAILING ADDRESS 2 South Bond Street Bel Air, Maryland 21014 | | RECORDS CENTER MANAGER | |
| e) AGENCY OFFICIAL Linda C. Bond | PHONE NO. 836-4881 | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) |
|----------------|--|--|
| | Juvenile Delinquency files for fiscal year 1990 (July 1, 1989 thru June 30, 1990) | |
| 1 | 9-90-1000 thru 1099 | Schedule No. 1228 Item No. B1 July 1, 2002 <i>Disposal</i> <i>8/03</i> |
| 2 | 9-90-1100 thru 1187 | |

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

E ✓

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20704 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | | |
|--|--|-----------------------|-------------------------|------------------------|
| a) AGENCY CODE 1. 22-02-00 | | 22.13 | ACCESSION NO. 94W485 | DATE REC'D 10-15-93 |
| b) AGENCY Office of the Public Defender | | | | |
| c) DIVISION/UNIT District Nine | | | LOCATION - RANGE 110 | SECTION(S) 28 |
| d) MAILING ADDRESS 2 South Bond Street Bel Air, Maryland 21014 | | | | NO. OF CU. FT. 2 |
| e) AGENCY OFFICIAL Linda C. Bond | | PHONE NO. 836-4881 | 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) |
|----------------|--|---|
| | Juvenile Delinquency files for fiscal year 1991 (July 1, 1990 thru June 30, 1991) | |
| 1 | 9-91-1000 thru 1075 | Schedule No. 1228 Item No 2 B1 July 1, 2003 <i>Disposal</i> <i>8/03</i> |
| 2 | 9-91-1076 thru 1125 | |

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|------------------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 95W260 | DATE REC'D 8-19-94 |
| B. DIVISION/UNIT District 9 | | | RM CODE 22.13 |
| C. MAILING ADDRESS 2 South Bond Street Bel Air, Maryland 21014 | | LOCATION RANGE SECTION(S) 121 9-10 | NO. OF CU. FT. 19 |
| D. PHONE NO. 410-836-4881 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Linda C. Bond | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|--|
| | Circuit Court files for fiscal year '90 (July 1, 1989 thru June 30, 1990 | Schedule No. 1228 Item No. 2A July 2002 |
| 1 | 9-90-2000-2007; 2009-2055 | <p><i>DISPOSAL</i></p> <p><i>9/15/03</i></p> <p><i>JEB</i></p> |
| 2 | 9-90-2056-2110 | |
| 3 | 9-90-2111-2180 | |
| 4 | 9-90-2182-2185; 2187-2230 | |
| 5 | 9-90-2231-2253; 2255, 2256, 2258-2262, 2264-2305 | |
| 6 | 9-90-2306-2320; 2322-2358; 2360-2375 | |
| 7 | 9-90-2376-2378; 2380-2420 | |
| 8 | 9-90-2421-2484; 2486-2490 | |
| 9 | 9-90-2491-2503; 2505-2555 | |
| 10 | 9-90-2556-2592; 2594-2605 | |
| 11 | 9-90-2606-2670 | |
| 12 | 9-90-2671-2678; 2680-2720 | |
| 13 | 9-90-2721-2774; 2776-2780 | |
| 14 | 9-90-2781-2785; 2787-2795; 2797-2836; 2838-2845 | |

c8/2

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| A. AGENCY 1. | | ACCESSION NO. | DATE REC'D |
|--------------------|--|---|----------------|
| B. DIVISION/UNIT | | | RM CODE |
| C. MAILING ADDRESS | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | |
| 15 | 9-90-2846-2888; 2890-2895 | | |
| 16 | 9-90-2896-2927 | | |
| 17 | 9-90-2928-2931; 2933-2967 | | |
| 18 | 9-90-2359 (Sylvia Stansbury-murder) | | |
| 19 | 9-90-2181 (Michael Popp-murder) | | |

R-121

S-9-10

1 Empty

S-10

RECEIVED

JUL 18 1994

RECORDS MANAGEMENT
DIVISION

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|----------------------|
| A. AGENCY 1. Office of the Public Defender | | ACCESSION NO. 95W1245 | DATE REC'D 4-3-95 |
| B. DIVISION/UNIT District Nine | | | RM CODE 22.13 |
| C. MAILING ADDRESS 2 South Bond Street Bel Air, Maryland 21014 | | LOCATION RANGE SECTION(S) 102 14 | NO. OF CU. FT. 21 |
| D. PHONE NO. 410-836-4881 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Linda C. Bond | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| | Circuit Court files for fiscal year '91 (July 1, 1990 thru June 30, 1991) | #1228 |
| 1 | 9-91-2000 thru 2055 | #2A |
| 2 | 9-91-2056 thru 2095 | |
| 3 | 9-91-2096 thru 2150 | |
| 4 | 9-91-2151 thru 2204 | |
| 5 | 9-91-2205 thru 2240 | |
| 6 | 9-91-2241 thru 2300 | |
| 7 | 9-91-2301 thru 2339 | |
| 8 | 9-91-2340 thru 2365 | |
| 9 | 9-91-2366 thru 2412 | |
| 10 | 9-91-2413 thru 2455 | |
| 11 | 9-91-2456 thru 2500 | |
| 12 | 9-91-2501 thru 2545 | |
| 13 | 9-91-2546 thru 2595 | |
| 14 | 9-91-2596 thru 2636 | |
| 15 | 9-91-2637 thru 2691 | |

7/03
Disposal
8/5/03

16 9-91-2692 thru 2732
17 9-91-2733 thru 2790
18 9-91-2791 thru 2834
19 9-91-2835 thru 2895
20 9-91-2896 thru 2955
21 9-91-2956 thru 2974

R-102

S-14

2 EMPTIES

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 796-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1990

| | | |
|--|---|------------------------------|
| AGENCY PUBLIC DEFENDER | ACCESSION NO. 93W445 | DATE REC'D 10-5-92 |
| DIVISION/UNIT HOWARD COUNTY | FM CODE 22.14 | |
| MAILING ADDRESS 2451 COURTHOUSE DRIVE ELLCOTT CITY, MD 21043 | LOCATION RANGE SECTION(S) 48 20 | NO. OF CU. FT. 25 |
| PHONE NO. 461-0157 | RECORDS CENTER MANAGER | |
| AGENCY OFFICIAL JEAN ABRELL | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|-------------|--|---|
| | 1986-1991 | |
| 25 | Aaron, Rodney - Baker, John 10-2189-86 - 10-2500-91 | #1228 #2A 1/03 DISPOSAL 10/20/03 LJS |
| 26 | Bradley, John E. - Camper, Douglas J. 10-663-89 - 10-1298-91 | |
| 27 | Baker, John E. - Bradford, Todd 10-971-88 - 10-999-91 | |
| 28 | Candel, Linda D. - Coleman, Mickey R. 10-653-88 - 10-1276-91 | |
| 29 | Colan, Pedro M. - Davis, Steven A. 10-2139-88 - 10-1398-91 | |
| 30 | Davis, Wendell - Etheridge, Milton 10-970-82 - 10-1342-91 | |
| 31 | Farace, Anthony C. - Givens, Cornelius 10-535-89 - 10-1338-91 | |
| 32 | Gotcher, Jamie - Greene, Howard I. 10-2526-88 - 10-1266-91 | |
| 33 | Hackett, Curtis L. - Hiban, Timothy 10-901-88 - 10-1739-91 | |
| 34 | Hicks, Michael - Howell, Daniel A. 10-1519-89 - 10-1284-91 | |
| 35 | Hubbard, Cheryl - Johnson, William 10-1556-88 - 10-1232-91 | |
| 36 | Johnson, William M. - Kosker, Stephen G. 10-174-86 - 10-1295-91 | |

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE • 786-1379)

DIRECTIONS • PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1990

| | | |
|--|--|-----------------------|
| A. AGENCY PUBLIC DEFENDER | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT HOWARD COUNTY | FM CODE | |
| C. MAILING ADDRESS 2451 COURTHOUSE DRIVE ELLCOTT CITY, MD 21043 | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. 461-0157 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL JEAN ABRELL | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 37 | LABUDA, THOMAS - LAWSEN, ANTONIO 10-1433-88 to 10-2287-90 | |
| 38 | LAWSON, ANTONIO - MACKEN, ROBERT 10-1920-87 to 10-1652-91 | |
| 39 | MADDOX, MICHAEL - McFARLAND, RODNEY 10-2220-88 to 10-0092-91 | |
| 40 | McFARLAND, STEPHEN - MOORE, WILBUR 10-1005-87 to 10-1477-91 | |
| 41 | MORAN, EARNEST S. JR. - NZERIBE, EUGENE C. 10-2207-88 to 10-4018-91 | |
| 42 | O'DELL, GREGORY E. - PERKINS, KENNETH R. 10-0587-90 to 10-1308-91 | |
| 43 | PERKINS, RAVON - RHODES, DAVID JR. 10-1145-89 to 10-1225-91 | |
| 44 | RICE, RICHARD M. - SANTIMYER, VINCENT R. 10-0425-87 to 10-4064-91 | |
| 45 | SASSER, JAMES B. - SMALLS, ERIC S. 10-0098-89 to 10-1487-91 | |

E ✓

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|-------------------------------|
| AGENCY PUBLIC DEFENDER | | ACCESSION NO. 94W502 | DATE REC'D 10-15-93 |
| VISION/UNIT HOWARD COUNTY | | | RM CODE 22.14 |
| MAILING ADDRESS 2451 COURTHOUSE DRIVE ELLCOTT CITY, MD 21043 | | LOCATION RANGE SECTION(S) 122 34 | NO. OF CU. FT. 2 |
| PHONE NO. 461-0157 | | RECORDS CENTER MANAGER | |
| AGENCY OFFICIAL JEAN ABRELL | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|---|---|
| 1. Hoerl, Darrell 10-0042-91 Brooks, Damon 10-2122-91 | 1228-2A-2003 <i>July</i> |
| 2. Smith, James 10-1729-91 Glass, Frederick 10-4190-91 | <i>DISPOSAL</i> <i>9/16/03</i> <i>LJS</i> |

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY
1. PUBLIC DEFENDER

B. DIVISION/UNIT
HOWARD COUNTY

C. MAILING ADDRESS
3451 COURTHOUSE DRIVE
ELLCOTT CITY, MD 21043

D. PHONE NO.
410-461-0155

E. AGENCY OFFICIAL
JEANETTE DORTCH

ACCESSION NO.
95W1599

DATE RECD
5-25-95
FM CODE
22.14

LOCATION
RANGE SECTION(S)
146 8

NO. OF CU. FT.
1

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. MARSH, BARRY 10-975-90
BRISCOE, KEVIN 10-3334-90

1228
2A
7/02

DISPOSAL
9/22/03
LJS

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|--------------------------|
| A. AGENCY 1. PUBLIC DEFENDER | | ACCESSION NO. 95W1600 | DATE RECORDED 5-25-95 |
| B. DIVISION/UNIT HOWARD COUNTY | | | RM CODE 22.14 |
| C. MAILING ADDRESS 3451 COURTHOUSE DRIVE ELLCOTT CITY, MD 21043 | | LOCATION RANGE SECTION(S) 146 8 | NO. OF CU. FT. 1 |
| D. PHONE NO. 410-461-0155 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL JEANETTE DORTCH | | TO BE 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. | RANDOLPH, LARRY 10-2215-91 | #1228 #2A 7/03 DISPOSAL 8/4/03 LJS |

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|------------------------------|
| A. AGENCY 1. PUBLIC DEFENDER | | ACCESSION NO. 95W1602 | DATE REC'D 5-25-95 |
| B. DIVISION/UNIT HOWARD COUNTY | | RM CODE 22.14 | |
| C. MAILING ADDRESS 3451 CORUTHOSUE DRIVE ELLICOTT CITY, MD 21043 | | LOCATION RANGE SECTION(S) 110 23 | NO. OF CU. FT. 2 |
| D. PHONE NO. 461-0157 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL JEANETTE DORTCH | | TO BE 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. | MICHAEL BUTLER - 20560 10-766-90 | SCH. # 1228 ITEM # 2A JULY 2002 |
| 2. | MICHAEL BUTLER - 20560 10-766-90 | <i>Disposal</i> <i>8/03</i> |

R-110

S-23

49 Empties

S. 24-25

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 796-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|--------------------------------|-------------------------------------|
| A. AGENCY 1. PUBLIC DEFENDER | | ACCESSION NO. 96W898 | DATE REC'D 2-13-96 |
| B. DIVISION/UNIT HOWARD COUNTY | | | RM CODE 22.14 |
| C. MAILING ADDRESS 3451 COURTHOUSE DRIVE ELLCOTT CITY, MD. 21043 | | RANGE 2 | LOCATION SECTION(S) 29 |
| D. PHONE NO. 461-0157 | | NO. OF CU. FT. 1 | |
| E. AGENCY OFFICIAL JEANETTE DORTCH | | 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 | Saukas, Michael 10-60-91 to 10-509-91 | 1228-2A-2003 <i>7/</i> <i>Disposed 8-11-03</i> <i>R</i> |

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20734 (TELEPHONE - 706-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|--|---|------------------------------|
| AGENCY PUBLIC DEFENDER | ACCESSION NO. 97W662 | DATE REC'D 2-24-97 |
| DIVISION/UNIT HOWARD COUNTY | FM CODE 2214 | |
| MAILING ADDRESS 3451 COURTHOUSE DRIVE ELLCOTT CITY, MD 21043 | LOCATION RANGE SECTION(S) 116 14 | NO. OF CU. FT. 2 |
| PHONE NO. 461-0157 | RECORDS CENTER MANAGER | |
| AGENCY OFFICIAL Jeanette J. Dortch | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|-------------|---|---|
| 1 | Norris, Wayne 10-1596-89 Norris, Wayne 10-1597-89 Merritt, Michael 10-0886-90 Beavers, John 10-0691-91 | 1228-2A-2000 1228-2A-2002 1228-2A-2003 <i>July</i> |
| 2 | Armstead, Michael 10-2691-91 | <div style="text-align: center; font-size: 1.5em;"> DISPOSAL 9/3/03 JS </div> |

RECORDS TRANSMITTAL AND RECEIPT

10

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESUP, MD. 20724 (TELEPHONE - 790-1378)

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|--|---|---|
| <p>A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER</p> <p>B. DIVISION/UNIT / JUVINILE DISTRICT 6</p> <p>C. MAILING ADDRESS 27 Courthouse Square Rockville MD 20850</p> <p>D. PHONE NO. 301-279-1669</p> <p>E. AGENCY OFFICIAL C/O AMY COHEN</p> | <p>ACCESSION NO. 94W447</p> <p>LOCATION RANGE SECTION(S) 110 28</p> <p>RECORDS CENTER MANAGER</p> | <p>DATE REC'D 10-12-93</p> <p>RM CODE 22.16</p> <p>NO. OF CL. FT. 10</p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p> |
|--|---|---|

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, 1-3 DISPOS |
|----------------|--|--|
| | JUVENILE 1988-1990 1989 | # 1228 |
| | | # 281 |
| | | 7/01 |
| | | Disposal 8/03 |
| | Box# 4 J001- J129 89 | |
| | 5 J130- J244 89 | |
| | 6 J247- J382 89 | |
| | 7 J385- J492 89 | |
| | 8 J496- J556 89 | |
| | 9 J560- J641 89 | |
| | 10a J832 J963 89 | |
| | 10b J869 -J1003 89 | |
| | 10c J1005-J1129 89 | |
| | 10A-1 704-863 | |

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | | |
|--|----------|--|--|---|
| A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER | 22.02.00 | ACCESSION NO. 94W452 | | DATE REC'D 10-12-93 |
| B. DIVISION/UNIT DISTRICT 6 / JUVINILE | | | | RM CODE 22-16 |
| C. MAILING ADDRESS 27 Courthouse Square Rockville MD 20850 | | LOCATION RANGE SECTION(S) 100 10-11 | | NO. OF CU. FT. 16 |
| D. PHONE NO. 301-279-1669 | | RECORDS CENTER MANAGER | | |
| E. AGENCY OFFICIAL C/o AMY COHEN | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, IT, ... DISPOS |
|----------------|---|--|
| | OPD 1991 JUVINILE | # 1228 # 2B1 7/03 Disposal 8/5/03 |
| | 91-1 J0003 - J0135 91-2 J0136 - J0230 91-3 J0234 - J0358 91-4 J0361 - J0485 91-5 J0486 - J0602 91-6 J0604 - J0708 91-7 J0711 - J0798 91-8 J0800 - J0871 91-9 J0873 - J0967 91-10 J0973 - J1088 91-11 J1089 - J1156 91-12 J1157 - J1288 91-13 J1289 - J1389 91-14 J1385 - J1465 91-15 J1466 - J1559 91-16 J1560 - J1682 | |

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 709-1376)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|--|--|---|
| A. AGENCY OFFICE OF PUBLIC DEFENDER | ACCESSION NO. 96W709 | DATE REC'D 12-7-95 |
| B. DIVISION/UNIT INTAKE | RM CODE 22.76 | |
| C. MAILING ADDRESS 27 COURTHOUSE SQUARE ROCKVILLE, MD 20850 | LOCATION RANGE SECTION(S) 14 2 | NO. OF CU. FT. 2 |
| D. PHONE NO. (301) 279-1660 | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL JOHN BUETTNER | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|-----------------|--|---|
| 1991 #53 #54 | T0212 - T1474 T1491 - T2939 1991 | Schedule # 1728 Item 2A 2003-July <div style="text-align: center; font-size: 1.5em; font-family: cursive;"> DISPOSED 10-10-03 A </div> |

BOX 53 CIRCUIT COURT TRAFFIC T0212-T1474 1991

| NAME | NUMBER | NAME | NUMBER |
|----------------------|--------|-----------------------|--------|
| MORGAN, DONALD | T0212 | TRAGESER, CLIFFORD | T0245 |
| PORILLO, ALEX | T0265 | BECK, JOSEPH | T0266 |
| SEAL, BENNY | T0179 | POTILLO, ALEX | T0183 |
| ABEYGOONE, WARDENE | T0267 | STEWART, DANIEL | T0287 |
| WELLS, RICHARD | T0344 | COLON, RAFAEL | T0346 |
| WALKER, WILLIE | T0347 | LAUGHLIN, JOHN | T0348 |
| THEIESS, JERFFREY | T0349 | GONZALEZ, DIEGO | T0350 |
| JACKSON, KEVIN | T0351 | ALVAREZ, MARIO | T0352 |
| PREIS, PHILIP | T0353 | ADAIR, MICHAEL | T0354 |
| GAITHER, EARL | T0355 | MORRIS, CHARLES | T0356 |
| FORD, HOWARD | T0357 | GICCHINO, LINDA | T0359 |
| ELDEN, JOHN | T0360 | ROSS, GERALD | T0361 |
| WILES, MICHALE | T0362 | MATAS, EDWIN | T0377 |
| ESOBBAR, JOSE | T0378 | JANOWSKI, JEFFREY | T0383 |
| CERNICK, CLIFFORD | T0392 | SCOTT, DARRYL | T0402 |
| PHELAN, RICHARD | T0405 | VILLAREAL, FREDDIE | T0630 |
| CARPENTER, RUSSELL | T0693 | MALLICK, ROBERT | T0718 |
| BELLO, PATRICK | T0935 | COY-ROSSER, MARC | T0936 |
| BROWN, ROBERT | T0954 | ANDERSON, MICHAEL | T0959 |
| ROMERO, LUIS | T0978 | MILLER, ANTHONY | T0981 |
| WENZLER, CHRISTOPHER | T1028 | PINKETT, SHELTON | T1029 |
| BECKWITH, ALLEN | T1057 | PHELAN, RICHARD | T1058 |
| HERANDEZ, SANTIAGO | T1074 | LEE, KEITH | T1141 |
| MIGUEL, ANTONIO | T1172 | BURDETTE, SHIRLEY | T1190 |
| CARTER, FRANK | T1379 | MARTINEZ, GUILLERMO | T1380 |
| NIEHORSTER, EDWARD | T1425 | JONES, TYRUS | T1430 |
| REEDY, WILLIAM | T1431 | GONZALES, JOSE | T1459 |
| JACKSON, LEROY | T1460 | QUSESENBERRY, JEFFREY | T1461 |
| ANDERSON, JACOB | T1465 | ELLIS, DONALD | T1474 |

← T0345

| BOX <i>34</i> NAME | CIRCUIT COURT NUMBER | 1993 <i>Traffic</i> NAME | <i>ET-1491-2938</i> NUMBER |
|-----------------------|-------------------------|-----------------------------|-------------------------------|
| AWKWARD, TRAVIS | T1491 | HAWKINS, TIMOTHY | T1495 |
| CORREA, MIGUEL | T1496 | FALLON, TIMOTHY | T1586 |
| FALLON, TIMOTHY | T1587 | SHEINALL, THOMAS | T1607 |
| WEASE, DANIEL | T1608 | BAILEY, JOSEPH | T1621 |
| RIVERS, MICHAEL | T1664 | REX, GREGORY | T1705 |
| JOSE, CARRANZA | T1734 | DIAZ, CARLOS | T1738 |
| WARD KENNETH | T1761 | PELAEZ, FRANCISIO | T1785 |
| PIERCE, BRAN | T1788 | MINK, THOMAS | T1795 |
| THOMPSON, ENEDERICH | T1972 | LOZA, JOSE | T1974 |
| CAMPBELL, ERBY | T1975 | WODBRAN, SHEMAN | T1976 |
| FLETCHER, JOHN | T2006 | BOWLES, JAMES | T2060 |
| WOODEN, ROBERT | T2023 | NEUNMAN, CHAD | T2025 |
| MALETTA, ANDRAW | T2037 | JONES | T2046/2192 |
| SASPRON, EMANUEL | T2083 | LEMBACH, GERALD | T2122 |
| TYLER, RANDY | T2133 | MCCALISTER, JAMES | T2169 |
| JONES, VICTOR | T2192 | MCCALLISTER, JAMES | T2193 |
| QUINN, LAWRENCE | T2298 | MURRELL, ANTHONY | T2224 |
| FIIGERROA, JOSE | T2325 | TRUONG, THUY | T2327 |
| MARCOUX, JOESPH | T2304 | KENALA, STEVEN | T2360 |
| VAUGHAN, JAMES | T2589 | RUHL, DAVID | T2645 |
| AWKARD, TRAVIS | T2709 | FISHER, ARTHUR | T2779 |
| ROBINSON, CHARLES | T1072 | BURKEC, CHRISUITOIN | T2834 |
| BURKE, CHRISTAIN | T2834 | NATHANSON, HARLAN | T2862 |
| AGOSTINHO, MANUEL | T2848 | BAILEY, FRANCIS | T2849 |
| HEARD, STEPHEN | T2927 | WILLIAMS, JOHN | T2932 |
| DRUMMOND, VIRGIL | T2937 | KETCHUM, GERALD | T2938 |
| TEJADA, DIEGO | T2939 | | |

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|-------------------------------|
| A. AGENCY 1. PRINCE GEORGES CO PUBLIC DEFENDER | | ACCESSION NO. 93W484 | DATE REC'D 10-14-92 |
| B. DIVISION/UNIT | | | RM CODE 22.17 |
| C. MAILING ADDRESS COURT HOUSE STE 272B UPPER MARLBORO, MD 20772 | | LOCATION RANGE SECTION(S) 110 29 | NO. OF CU. FT. 1 |
| D. PHONE NO. 301-952-2115 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL BETTY BECK, OFFICE MANAGER - 952-2557 | | TO BE 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. | 5-89C 12819 5-89C 13790 5-89C 14514 5-90C 6901 AND 6902 5-90C 9211 | # 1228 # 2A 7/02 <u>Disposal</u> 8/03 |

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|-------------------------------|
| A. AGENCY OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 96W414 | DATE REC'D 10-24-95 |
| B. DIVISION/UNIT DISTRICT #3/DENTON, <i>Caroline Co.</i> | | | FM CODE 22.18 |
| C. MAILING ADDRESS P.O. Box 230 Centreville, MD 21617 | | LOCATION RANGE SECTION(S) 2 29 | NO. OF CU. FT. 1 |
| D. PHONE NO. 479-5756 (410) 758-5275 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL <i>Janine Benefiel</i> XXXXXXXXXXXX <i>Teri Wood</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|--|
| 1. X | 1987 - 1991 CIRCUIT COURT CASES | 1228 2A 7/2003 <i>Disposed</i> <i>8-4-03</i> <i>A</i> |

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS — PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|-------------------------------|
| A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 96W429 | DATE REC'D 10-24-95 |
| B. DIVISION/UNIT DISTRICT #3 <i>Queen Anne's Co.</i> | | | TRM. CODE 22-18 |
| C. MAILING ADDRESS P.O. Box 230 Centreville, MD 21617 | | LOCATION RANGE SECTION(S) 116 15 | NO. OF CU. FT. 4 |
| D. PHONE NO. (410) 758-5275 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL XXXXXXXXXXXX Teri Wood | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 12 | 1990 CIRCUIT COURT CASES 3-90-0001 - 3-90-1060 | 1228 2A 7/2002 |
| 13 | 1990 CIRCUIT COURT CASES 3-90-1061 - 3-90-2940 | <i>DISPOSED</i> <i>9/13/03</i> <i>[Signature]</i> |
| 14 | 1990 CIRCUIT COURT CASES 3-90-2941 - 3-90-3680 | |
| 15 | 1990 CIRCUIT COURT CASES 3-90-3681 - 3-90-4472 | |

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS — PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|------------------------------|
| A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 96W431 | DATE RECD 10-24-95 |
| B. DIVISION/UNIT DISTRICT #3 | | | FM CODE 22-18 |
| C. MAILING ADDRESS P.O. Box 230 Centreville, MD 21617 | | LOCATION RANGE SECTION(S) 32 24 | NO. OF CU. FT. 6 |
| D. PHONE NO. (410) 758-5275 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL XXXXXXXXXXXX Teri Wood | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 39 | 1991 CIRCUIT COURT CASES 3-91-0001 - 3-91--540 | 1228 2A 7/2003 |
| 40 | 1991 CIRCUIT COURT CASES 3-91-0541 - 3-91-1540 | <i>Disposal</i> <i>9/03</i> |
| 41 | 1991 CIRCUIT COURT CASES 3-91-1541 - 3-91-2480 | |
| 42 | 1991 CIRCUIT COURT CASES 3-91-2481 - 3-91-3110 | |
| 43 | 1991 CIRCUIT COURT CASES 3-91-3111 - 3-91-3820 | |
| 44 | 1991 CIRCUIT COURT CASES 3-91-3821 - 3-91-4246 | |

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 271, CRESSKOP, MD. 20774 (TELEPHONE 776-1378)

DIRECTIONS — PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|-------------------------------|
| A. AGENCY OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 96W432 | DATE REC'D 10-24-95 |
| B. DIVISION/UNIT DISTRICT #3 | | LOCATION RANGE SECTION(S) 6 33 | FORM CODE 22.18 |
| C. MAILING ADDRESS P.O. Box 230 Centreville, MD 21617 | | NO. OF CU. FT. 1 | |
| D. PHONE NO. (410) 758-5275 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL XXXXXXXXXX Teri Wood | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) |
|----------------|--|--|
| 45 | 1991 JUVENILE CASES 3-91-0001 - 3-91-4207 | 1228 2B 7/2003 DISPOSAL 9/2/03 LJS |

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

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|---|--|---|-------------------------------|
| AGENCY OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 98W 435 | DATE REC'D 11/14/97 |
| DIVISION/UNIT DISTRICT FOUR - ST. MARY'S COUNTY | | LOCATION RANGE SECTION(S) 36 2 | RM CODE 22.19 |
| MAILING ADDRESS CARTER BUILDING, BOX 19 LEONARDTOWN, MD 20650 | | | NO. OF CU. FT. 5 |
| PHONE NO. (301) 475-3024 | | RECORDS CENTER MANAGER | |
| AGENCY OFFICIAL PATRICIA B. BUCKLER | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 28 | 4-91-7193 - 4-91-7385 | 1228 # 2A 7/03 Disposal 9/03 |
| 29 | 4-91-7386 - 4-91-7499 | |
| 30 | 4-91-7521 - 4-91-7731 | |
| 31 | 4-91-7741 - 4-91-7945 | |
| 32 | 4-91-8018 - 4-91-8215 | |

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Page 5

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|------------------------------|
| A. AGENCY CODE: 22.02.00 1. OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. 94W623 | DATE REC'D 12-3-93 |
| B. DIVISION/UNIT District 11-2, Washington County | | | RM CODE 22.22 |
| C. MAILING ADDRESS 100 WEST FRANKLIN STREET HAGERSTOWN, MD 21740 | | LOCATION RANGE SECTION(S) 142 29-30 | NO. OF CU. FT. 17 |
| D. PHONE NO. (301) 791-4728 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL CANDEE LOGAN, ADMINISTRATIVE ASSISTANT | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 29 | Circuit and Juvenile files 11-90-4000 to 11-90-4190 | Schedule 1228 Item # 2 July 2002 |
| 30 | Circuit and Juvenile files 11-90-4191 to 11-90-4360 | Schedule 1228 Item # 2 July 2002 |
| 31 | Circuit and Juvenile files 11-90-4361 to 11-90-4500 | Schedule 1228 Item # 2 July 2002 <i>DISPOSAL</i> |
| 32 | Circuit and Juvenile files 11-90-4501 to 11-90-4670 | Schedule 1228 Item # 2 July 2002 <i>7/18/03</i> |
| 33 | Circuit and Juvenile files 11-90-4671 to 11-90-4825 | Schedule 1228 Item # 2 July 2002 |
| 34 | Circuit and Juvenile files 11-90-4826 to 11-90-4950 | Schedule 1228 Item # 2 July 2002 <i>JS</i> |
| 35 | Circuit and Juvenile files 11-90-4951 to 11-90-5170 | Schedule 1228 Item # 2 July 2002 |
| 36 | Circuit and Juvenile files 11-90-5171 to 11-90-5350 | Schedule 1228 Item # 2 July 2002 |

RECORDS TRANSMITTAL
AND RECEIPT

| <i>BOX NUMBERS</i> | <i>Description of Records With Inclusive Dates</i> | <i>Disposal Authority Schedule, Item #, Disposal Date</i> |
|------------------------|--|---|
| 37 | Circuit and Juvenile files 11-90-5351 to 11-90-5500 | Schedule 1228 Item # 2 July 2002 |
| 38 | Circuit and Juvenile files 11-90-5501 to 11-90-5725 | Schedule 1228 Item # 2 July 2002 |
| 39 | Circuit and Juvenile files 11-90-5726 to 11-90-5900 | Schedule 1228 Item # 2 July 2002 |
| 40 | Circuit and Juvenile files 11-90-5901 to 11-90-6075 | Schedule 1228 Item # 2 July 2002 |
| 41 | Circuit and Juvenile files 11-90-6076 to 11-90-6200 | Schedule 1228 Item # 2 July 2002 |
| 42 | Circuit and Juvenile files 11-90-6201 to 11-90-6375 | Schedule 1228 Item # 2 July 2002 |
| 43 | Circuit and Juvenile files 11-90-6376 to 11-90-6530 | Schedule 1228 Item # 2 July 2002 |
| 44 | Circuit and Juvenile files 11-90-6531 to 11-90-6698 | Schedule 1228 Item # 2 July 2002 |
| 45 | Circuit and Juvenile files 11-90-6699 to 11-90-6824 | Schedule 1228 Item # 2 July 2002 |

R-142

S-29-30

1 empty

R142

S30

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

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | |
|---|---|--------------------------------------|
| <p>A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER</p> | <p>ACCESSION NO. 97W176</p> | <p>DATE REC'D 8-16-96</p> |
| <p>B. DIVISION/UNIT DISTRICT 11-2, WASHINGTON COUNTY</p> | | <p>RM CODE 22.22</p> |
| <p>C. MAILING ADDRESS 100 WEST FRANKLIN STREET HAGERSTOWN, MD 21740</p> | <p>LOCATION RANGE SECTION(S) 2 33</p> | <p>NO. OF CU. FT. 19</p> |
| <p>D. PHONE NO. (301) 791-4728</p> | <p>RECORDS CENTER MANAGER</p> | |
| <p>E. AGENCY OFFICIAL CANDEE G. LOGAN OFFICE MANAGER</p> | <p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p> | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|--|
| 1 | CIRCUIT & JUVENILE FILES 11-91-5000 TO 11-91-5240 | SCHEDULE 1228 ITEM #2 A+B 08/31/94 7/03 |
| 2 | CIRCUIT & JUVENILE FILES 11-91-5241 TO 11-91-5412 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 3 | CIRCUIT & JUVENILE FILES 11-91-5413 TO 11-91-5574 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 4 | CIRCUIT & JUVENILE FILES 11-91-5575 TO 11-91-5716 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 5 | CIRCUIT & JUVENILE FILES 11-91-5717 TO 11-91-5878 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 6 | CIRCUIT & JUVENILE FILES 11-91-5879 TO 11-91-6030 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 7 | CIRCUIT & JUVENILE FILES 11-91-6031 TO 11-91-6175 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 8 | CIRCUIT & JUVENILE FILES 11-91-6176 TO 11-91-6350 | SCHEDULE 1228 ITEM #2 08/31/94 |

Disposed
8-13-03
[Signature]

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|----------------|
| A. AGENCY 1. OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT DISTRICT 11-2, WASHINGTON COUNTY | | | RM CODE |
| C. MAILING ADDRESS 100 WEST FRANKLIN STREET HAGERSTOWN, MD 21740 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. (301) 791-4728 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL CANDEE G. LOGAN OFFICE 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 |
|----------------|---|---|
| 9 | CIRCUIT & JUVENILE FILES 11-91-6351 TO 11-91-6476 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 10 | CIRCUIT & JUVENILE FILES 11-91-6477 TO 11-91-6649 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 11 | CIRCUIT & JUVENILE FILES 11-91-6650 TO 11-91-6798 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 12 | CIRCUIT & JUVENILE FILES 11-91-6799 TO 11-91-6928 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 13 | CIRCUIT & JUVENILE FILES 11-91-6929 TO 11-91-7093 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 14 | CIRCUIT & JUVENILE FILES 11-91-7094 TO 11-91-7252 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 15 | CIRCUIT & JUVENILE FILES 11-91-7253 TO 11-91-7397 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 16 | CIRCUIT & JUVENILE FILES 11-91-7398 TO 11-91-7536 | SCHEDULE 1228 ITEM #2 08/31/94 |

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|----------------|
| A. AGENCY OFFICE OF THE PUBLIC DEFENDER | | ACCESSION NO. | DATE REC'D |
| B. DIVISION/UNIT DISTRICT 11-2, WASHINGTON COUNTY | | | RM CODE |
| C. MAILING ADDRESS 100 WEST FRANKLIN STREET HAGERSTOWN, MD 21740 | | LOCATION RANGE SECTION(S) | NO. OF CU. FT. |
| D. PHONE NO. (301) 791-4728 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL CANDEE G. LOGAN OFFICE 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 |
|----------------|---|---|
| 17 | CIRCUIT & JUVENILE FILES 11-91-7537 TO 11-91-7695 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 18 | CIRCUIT & JUVENILE FILES 11-91-7696 TO 11-91-7783 | SCHEDULE 1228 ITEM #2 08/31/94 |
| 19 | CIRCUIT & JUVENILE FILES 11-91-7784 TO 11-91-7899 | SCHEDULE 1228 ITEM #2 08/31/94 |

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 709-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY
1. OPD

B. DIVISION/UNIT
Dist 2 - Wicomico Co

C. MAILING ADDRESS
201 Baptist St., Box 26
Salisbury, MD 21801

D. PHONE NO.
410-543-6916

E. AGENCY OFFICIAL
Deborah Long

ACCESSION NO.
96W453

DATE REC'D
10-24-95

RM CODE
2223

LOCATION
RANGE 113 SECTION(S) 33-34

NO. OF CU. FT.
15

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 |
|----------------|--|--|
| 42 | Fy 90 2-90-1000 2-90-1668 | Item 2A Schedule 1228 Destroy July Fy 2002 <u>Proposal</u> 8/03 |
| 43 | Fy 90 2-90-1669 2-90-2497 | |
| 44 | Fy 90 2-90-2501 2-90-2978 | |
| 45 | Fy 90 2-90-2979 2-90-3600 | |
| 46 | Fy 90 2-90-3601 2-90-4204 | |
| 47 | Fy 90 2-90-4205 2-90-4875 | |
| 48 | Fy 90 2-90-4876 2-90-5068 | |
| 49 | Fy 90 2-90-5069 2-90-5634 | |
| 50 | Fy 90 2-90-5635- 2-90-6220 | |
| 51 | Fy 90 2-90-6221 2-90- 6221 6740 | |
| 52 | Fy 90 2-90-6741 2-90-7204 | |
| 53 | Fy 90 2-90-7205 2-90-7450 | |
| 54 | Fy 90 2-90-7451 2-90-7880 | |
| 55 | Fy 90 2-90-7881 2-90-8245 | |
| 56 | Fy 90 2-90-8246 2-90-8470 | |

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|-----------------------------|
| A. AGENCY 1. <i>OPD</i> | | ACCESSION NO. <i>97W882</i> | DATE REC'D <i>4-9-97</i> |
| D. DIVISION/UNIT <i>District 2 Wicomico</i> | | RM CODE <i>2223</i> | |
| C. MAILING ADDRESS <i>201 Baptist St., Box 26 Salisbury, MD 21801</i> | | LOCATION RANGE SECTION(S) <i>118 23-24</i> | NO. OF CU. FT. <i>2</i> |
| D. PHONE NO. <i>410-543-6916</i> | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL <i>Deborah Long</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| | <i>Juvenile</i> | |
| <i>62</i> | <i>2-91-1279 2-91-6859</i> | <i>Item 2B</i> |
| <i>63</i> | <i>2-91-7005 2-91-8673</i> | <i>Schedule 1228</i> |
| | | <i>Destroy July</i> |
| | | <i>Fy 2003</i> |
| | | <i>DISPOSED</i> |
| | | <i>9/15/03</i> |
| | | <i>LSB</i> |

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 766-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|-----------------------------|
| A. AGENCY 1. <i>OPD</i> | | ACCESSION NO. <i>97W883</i> | DATE REC'D <i>4-9-97</i> |
| B. DIVISION/UNIT <i>District 2 Wicomico</i> | | LOCATION RANGE SECTION(S) <i>118 24</i> | RM CODE <i>22.23</i> |
| C. MAILING ADDRESS <i>201 Baptist St., Box 26 Salisbury, MD 21801</i> | | NO. OF CU. FT. <i>2</i> | |
| D. PHONE NO. <i>410-543-6916</i> | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL <i>Dikora Long</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| | <i>District Court Appeals to CC</i> | |
| <i>67</i> | <i>2-91-1000 2-91-7832</i> | <i>Item 2A Schedule 1228</i> |
| <i>68</i> | <i>2-91-8045 2-91-8301</i> | <i>Destroy May Fy - 2003 DISPOSAL 9/15/03 LJB</i> |

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DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 798-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|--------------------------------|
| A. AGENCY 1. OPD | | ACCESSION NO. 97W886 | DATE RECEIVED 4-9-97 |
| B. DIVISION/UNIT District 2 Wicomico County | | LOCATION RANGE SECTION(S) 35 12-13 | FORM CODE 22.23 |
| C. MAILING ADDRESS 201 Baptist St., Box 26 Salisbury, MD 21801 | | NO. OF CU. FT. 14 | |
| D. PHONE NO. 410-543-6916 | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL Deborah Long | | TO BE 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 | 2-91-1000 - 2-91-1394 | Item 2A Schedule 1228 Destroy - July FY 2003 Disposal 9/03 |
| 2 | 2-91-1396 - 2-91-2049 | |
| 3 | 2-91-2051 - 2-91-2541 | |
| 4 | 2-91-2545 - 2-91-3382 | |
| 5 | 2-91-3387 - 2-91-3967 | |
| 6 | 2-91-3988 - 2-91-4715 | |
| 7 | 2-91-4716 - 2-91-5117 | |
| 8 | 2-91-5118 - 2-91-5675 | |
| 9 | 2-91-5676 - 2-91-5920 | |
| 10 | 2-91-5937 - 2-91-6492 | |
| 11 | 2-91-6493 - 2-91-7115 | |
| 12 | 2-91-7116 - 2-91-7435 | |
| 13 | 2-91-7439 - 2-91-8040 | |
| 14 | 2-91-8073 - 2-91-8755 | |

E ✓

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 700-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| | | | |
|--|--|---|-----------------------------|
| A. AGENCY 1. <u>OPD</u> | | ACCESSION NO. <u>97W894</u> | DATE REC'D <u>4-9-97</u> |
| B. DIVISION/UNIT <u>Dist. 2 Worcester</u> | | LOCATION RANGE SECTION(S) <u>116 21</u> | FORM CODE <u>22.24</u> |
| C. MAILING ADDRESS <u>203 River St. Snow Hill, MD 21863</u> | | NO. OF CU. FT. <u>5</u> | |
| D. PHONE NO. <u>410-632-1951</u> | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL <u>Sandy Murphy</u> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| 20 | 2-90-1006 2-90-2975 | Item 24 |
| 21 | 2-90-3012 2-90-4429 | Schedule 1228 |
| 22 | 2-90-4430 2-90-6231 | |
| 23 | 2-90-6263 2-90-7727 | Destroy July |
| 24 | 2-90-7729 2-90-8458 | Fy 2002 DISPOSAL 9/9/03 LIS |

E ✓

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

| A. AGENCY 1. <i>OPD</i> | | ACCESSION NO. <i>97W895</i> | DATE RECD <i>4-9-97</i> |
|--|--|---|----------------------------|
| B. DIVISION/UNIT <i>Dist 2 Worcester</i> | | LOCATION RANGE SECTION(S) <i>116 35</i> | FORM CODE <i>22-24</i> |
| C. MAILING ADDRESS <i>203 River St. Snow Hill, MD 21863</i> | | NO. OF CU. FT. <i>6</i> | |
| D. PHONE NO. <i>410-632-1951</i> | | RECORDS CENTER MANAGER | |
| E. AGENCY OFFICIAL <i>Sandy Murphy</i> | | TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER | |
| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE | |
| <i>25</i> | <i>2-91-1002 2-91-2397</i> | <i>Item 2A</i> | |
| <i>26</i> | <i>2-91-2418 2-91-3671</i> | <i>Schedule 1228</i> | |
| <i>27</i> | <i>2-91-3724 2-91-5097</i> | | |
| <i>28</i> | <i>2-91-5111 2-91-6518</i> | | |
| <i>29</i> | <i>2-91-6635 2-91-7940</i> | <i>Destroy July</i> | |
| <i>30</i> | <i>2-91-8000 2-91-8702</i> | <i>FY 2003</i> | |
| | | <i>DISPOSAL</i> | |
| | | <i>9/3/03</i> | |
| | | <i>LJS</i> | |