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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. 96W403	DATE REC'D 10-23-95
B. DIVISION/UNIT			RM CODE 25.01
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 117 12	NO. OF CU. FT. 5
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

George Sakkal

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<u>Accounting</u>	
1	Annuity Savings Fund Recons FY 90 - FY 93, Payroll for Penalty/Interest FY 92 - FY 93	SCHEDULE # 900 ITEM # 2 1824 6/2002 7/02
2	Payment Vouchers July 1991 - December 1991, 7/91 - 12/91	6/2002
3	Payment Vouchers January 1992 - June 1992, 1/92 - 6/92	6/2002
4	Various Invoices Not on TLs FY 93	6/2002
5	EFT Applications Processed 7/93 - 11/93	6/2002

*DISPOSED
9/3/03
LJS*

~~R103~~
~~818~~

R-117

8-12

14 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. Maryland State Retirement Agency (MSRA)		ACCESSION NO. 97W 1252		DATE REC'D 6-2-97	
B. DIVISION/UNIT Office Services				RM CODE 25.01	
C. MAILING ADDRESS 301 W. Preston Street, Room 704 Baltimore, MD 21201		LOCATION RANGE SECTION(S) 119 4-5		NO. OF CU. FT. 17	
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL George Sakkal, Director, Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE	
1	Purchasin POs FY 95 DGS POs 93, 94, 95	1A	1
2	Acct. Check Register	1A	2
3	Acct. Check Register	1A	2
4	Acct. Check Register	1A	3
5	Acct. Check Register	1A	4
6	Acct. Check Register	1A	4
7	Investmt. Commercial Paper	6AA	4
8	Investmt. Manager Trade Tickets	6B	6
9	Investmt. WFS Reports	6B	6
10	Investmt. WFS Reports	6B	6
11	BP MD State Retirement Refund Appl. Regular & Transfer	3A	7
12	Acct. Check Register	1A	9
13	Acct. Payment Vouchers 6931-7179	1A	12
14	Acct. Payment Voucher 6535 Dedicated Bond Fund FY 95	1A	12
15	Acct. Payment Vouchers 6671-6930	1A	12
16	Investmt. Commercial Trade	6AA	12
17	Investmt. Commercial Paper	6AD	12

#824
Jan. 2003
* Missing
Boxes # 9-11
DISPOSAL
11/4/03
LSD

APRIL 15, 98

RECORDS TRANSMITTAL AND RECEIPT

ELEYEN OF 16

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
199	CONTROL, EDITS/UPDATES, 5/97-6/97	SH. #1824, #4, 7/2002
200	" " " 3/97-4/97	#4, 7/2002
201	" " " 4/97-5/97	7/2002
202	" " " 2/97	7/2002
203	" TABS, 6/97	7/2002
204	" " 3/97-4/97	7/2002
205	" ONE PAY FINE, 7/96-12/96	"
206	" EDITS/UPDATES, 12/96	307-2003, "
207	" " " 10/96, BOOK 4	"
208	" TABS, 12/96-1/97	"
209	" " 1/97-3/97	"
210	" ONE PAY FINE, 1/97-4/97	"
211	" TABS, 5/97-6/97	"
212	" OPEN ENROLL., 1/97, BOOK 2	"
213	" EDITS/UPDATES, 9/96, BOOK 2	"
214	" \$ 2,000 REPORT, 1/97-6/97	"
215	" TABS, 10/96-11/96	"
216	" EDITS/UPDATES, 10/96, BOOK 3	"
217	" OPEN ENROLL., 1/97, BOOK 3	"
218	" EDITS/UPDATES, 9/96, BOOK 1	"
219	" " " 10/96, BOOK 1	"
220	" " " 10/96, BOOK 2	"
221	" \$ 2000 REPORT, 7/96-12/96	"
222	" EDITS/UPDATES, 12/96, BOOK 3	"
223	" TABS, 9/96-10/96,	"
224	" " 7/96-8/96	7/2002
225	" EDITS/UPDATES, 7/96	7/2002
226	" " " 11/96, BOOK 1	7/2002
227	" " " 12/96, BOOK 2	7/2002
228	" " " 8/96	7/2002
229	" " " 7/96	"

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

APRIL 15, 98

RECORDS TRANSMITTAL AND RECEIPT

TWELVE OF 16

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CONTROL (#4), MEM.RELA. (#8)			RM CODE
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>JS</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
230	CONTROL, ONE PAY FILE, 5/97-7/97	21.#1024, #4, 7/2002
231	" , EDITS/UPDATES, 11/96, BOOK 2	#4, 7/2002
232	" , OPEN ENROLLMENT, 1/97, BOOK 1	. 7/2002
233	MEMB.REL.DF: 217-84-3780 to 579-56-6205, P.T. 9/24/97	#8, 9/2002
234	" " " , 024-30-8657 to 215-42-5973, P.T. 7/95	. 9/2002
235	" " " , 020-48-4423 to 217-40-1863, P.T. 9/97	. 9/2002
236	" " " , 004-32-4179 to 579-42-3994,	. 9/2002
237	" " " , 215-34-4292 to 579-54-8215, P.T. 9/97	. 9/2002
238	" " " , 191-34-8537 to 216-28-5847, P.T. 10/20/97	. 10/2002
239	" " " , 219-26-2236 to 579-66-6851, P.T. 10/1/97	. 10/2002
240	" " " , 219-38-4917 to 578-68-7740, P.T. 10/97	. 10/2002
241	" " " , 218-50-2165 to 577-56-1186, P.T. 10/97	. 10/2002
242	" " " , 216-38-4096 to 218-80-4740, P.T. 10/22/97	. 10/2002
243	" " " , 216-38-1852 to 219-44-2765, P.T. 12/97	. 11/2002
244	" " " , 219-44-8908 to 579-68-7381, P.T. 12/97	. 11/2002
245	" " " , 036-28-5939 to 216-34-6833, P.T. 11/97	. 11/2002
246	" " " , 216-34-7723 to 578-54-0397, P.T.	. 11/2002
247	" " " , 137-32-5742 to 216-34-1615, P.T. 12/97	. 11/2002
(END OF YR 2002)		

REVISED: 4/22/98

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

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

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. 98W813	DATE REC'D 5-1-98
B. DIVISION/UNIT MEMBER.RELA. (#8)			RM CODE 25.01
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 54 28	NO. OF CU. FT. 13
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>JS</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
248	MEMB. REL./OP: 066-34-7148 To 218-70-3718	SC1 1824, 8, 4/2003
249	" " ", 217-54-0190 To 229-42-6410, P.T. 1/28/98	#8, 4/2003
250	" " ", 056-34-1427 To 217-52-3601, P.T. 1/98	July, 2003, 1/2003
251	" " ", 220-40-7388 To 434-58-2148	, 1/2003
252	" " ", 230-38-3631 To 579-52-3660, P.T. 1/98	, 1/2003
253	" " ", 217-54-5388 To 220-66-3942	, 3/2003
254	" " ", 118-44-8525 To 214-28-3970	, 3/2003
255	" " ", 091-30-4879 To 217-52-5655	, 3/2003
256	" " ", 217-40-4208 To 218-48-9678	, 3/2003
257	" " ", 224-40-2871 To 579-50-0391	, 3/2003
258	" " ", 214-34-9985 To 217-38-8756	, 3/2003
259 A	" " ", 195-46-8461 To 219-54-1139, P.T. 6/97	, 6/2003
259 B	" " ", 225-58-2710 To 588-10-4598	, 3/2003
	(END OF YR. 2003)	DISPOSAL 11/6/03 LJS

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

APRIL 21, 98

RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. 98W818	DATE REC'D 5-1-98
B. DIVISION/UNIT # G. INVESTMENTS			RM CODE 25.01
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 28 14	NO. OF CU. FT. 2
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE	
5	INVESTMENTS - 2/94 - 4/95 SSB DIV/INT. REPORTS	SCH. #1824 #6 4/2002	
6	TRADE TICKETS SSB DIV/INT. 7/93 - 6/94 REPORTS 5/95 - 6/95	" #6, 6/2002	
	(END. YR 2002)	July 2002 DISPOSAL 10/20/03 JJS	

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

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

SEVEN OF NINE

A. AGENCY 1. Maryland State Retirement Agency	ACCESSION NO. <div style="font-size: 2em; font-weight: bold; text-align: center;">99W472</div>	DATE REC'D 12-18-98 RM CODE 25-01
B. DIVISION/UNIT LEGAL/ASST. ATTORNEY GENERAL		
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202	LOCATION RANGE SECTION(S) 0 4-5	NO. OF CU. FT. 30
D. PHONE NO. (410) 767-4070	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE	
		(ALL) SCHEDULE 1824 ITEM #: 7-D	
69	LEGAL - BRENT, EYAG REILLY, LUKE - CLOSED DISABILITY FILE 1996 TO 1997	2003 Jan	
70	" - CLOSED DISABILITY FILE, FOGG, MARK	2003	
71	" OLD FILE TRANSMITTALS, OUTDATED READER FILES 1/90 TO 4/94	2003	
72	" BELTWAY PLAZA, ANDERSON 2/91 TO 6/93	"	
73	" CLOSED DISABILITY FILES: BLACKWELL, DORSET 3/96 TO 7/96	"	
74	" CLOSED DISABILITY FILES (CDF), HORSEFIELD THRU EMERSON, DAVIS 2/96 TO 6/96	"	
75	" CDF, IRVINE, EDITH ANDERSON, LINDA S., INVOICES, EXPENSE SHEETS READER FILES FOR RP AND LSW 2/90 TO 12/95	"	
76	" OUTDATED READER FILES, HBG, CGK, LSW 1/93 TO 9/94	<div style="font-size: 2em; font-weight: bold;">DISPOSAL</div> <div style="font-size: 2em; font-weight: bold;">11/6/03</div> <div style="font-size: 2em; font-weight: bold;">LJS</div>	
77	" CDF, PRESCHUK, AURTHUR L. THRU LOGSDON, JO ANN 10/95 TO 6/96		
78	" CDF, BROWN-McREA 8/96 TO 12/96		
79	" CDF, KERNS (AROI CCSA) THRU RODRIGUEZ, NORA 11/93 TO 11/94		
80	" CDF, SCHMIDT, REGINA THRU ARNOLD, DAVID AND B.O.T. 7/93 TO 2/95		
81	" CDF, RELAYANT - LEGAL RECORDS, FAIRCLOTH CHUNEN, CHASE, TUCKER, ERIC 7/90 TO 11/95		
			"

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

EIGHT OF NINE

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT LEGAL/ASST. ATTORNEY GENERAL			RM CODE
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>GS</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
		(ALL) SCHEDULE 1024 ITEM #
82	CDF, PETERS, AUTHURU. THRU RUTH, MELVIN H. 12/95 to 7/96	2003
83	STANTON, ANTONIO, R., CORRESPONDENCE FILES, FAX TRANS. PRE-BEG CONF. NOTES (LSW) 1/88 TO 12/94	"
84	CDF, JACKSON, I THRU ROBERTS, DAVID 12/87 TO 3/93	"
85	CDF, MAWHINNEY - MOYLOU, MARTIN 8/91 TO 12/93	"
86	OUTDATED READER FILES, 1/92 - 12/92	"
87	CDF, BIDWICK, JR. DALIN, BETH, 9/93 - 5/94	"
88	OUTDATED READER FILES - PHONE FAX... HRG, CGK, PME, LSW	1/99 " 9/95
89	CDF, JOHNSON, PHOEBE R., YOST, CLAIRE B. 3/94 TO 10/95	"
90	CDF, KERNS, CAROL (CSA) THRU LAY, REBECCA 2/94 TO 5/94	"
91	CDF, SCHEPLENG, JAMES THRU ZELLE, KAUFMANN, JENNIFER, 10/83 TO 10/95	"
92	CDF, DUNCAN - JENKINS, BARBARA 4/93 TO 4/94	"
93	OUTDATED READER FILES, HDG, CGK, LSW, PME 12/90 TO 12/94	"
94	CDF, SOTSKY - WHITE, 12/94 TO 12/96	"
95	CDF, McNEAL, ROSEL, 10/94 TO 11/96	"
96	CDF, SHORT, DOROTHY THRU WIGGINS, LGS 12/95 TO 6/96	"
97	CDF, LARKIN, SARAH A THRU HOLLAND, JOSEPH 2/96 TO 7/96	"
98	CDF, 8/95 TO 11/95	"
99	NO BOX (END YR. 2003)	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

P142

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. 00W759	DATE RECD 12-20-99
B. DIVISION/UNIT			FM CODE 25.01
C. MAILING ADDRESS STATE RETIREMENT AGENCY 120 EAST BALTIMORE STREET BALTIMORE, MARYLAND 21202-1600		LOCATION RANGE SECTION(S) 10 19	NO. OF COPIES 17
D. PHONE NO. 410 625 5555 1 800 492 5909		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE	
1	INV/ACCT TRADE PURCH SALES EXTERNAL M-435	Sch. # 1824 7/2003	
2	" " BY 1998 GENERAL LEDGER	Item # 4-C "	
3	" " TRADE-PURCH. SALES REPORT EXT. MGRS M434-36	"	
4	" " " " " " " " " 435	"	
5	" " " " " " " " " M415, M416, M41	"	
6	CONTROL 1/1/99 - 6/1/99 BUY BACKS MSRS-37 SYS	"	
7	INV/ACCT TRADE-PURCH SALES REPORT EXT. MGRS M431-452		
8	" " " " " " " " " M409		
9	" " " " " " " " " M402, M404, M405, M406, M407		
10	" " " " " " " " " M430, M451		
11	" " " " " " " " " M410, M411, M412, M413		
			2003

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

P202

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
12	INV/ACCT. TRADES-PURCHASE SALES RPT. EXT. MGR M414	2003
13	" " 7/94-6/98 DIV./INT. INCOME PROC	"
14	" " FINANCIAL CONTROL SYSTEM REPORTS 1/98-5/98	"
15	" " 7/98-12/98 TRADES-PURCH. SALES REPT, M435	"
16	" " FIN. CONTROL SYS. REPT. OCT. 98- DEC. 98	"
17	" " " " " " JUNE 98- SEPT. 98	2003

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE RETIREMENT AGENCY		ACCESSION NO. <i>02W266</i>	DATE REC'D <i>11-1-01</i>
B. DIVISION/UNIT DATA CONTROL		LOCATION RANGE SECTION(S) <i>** (SEE BELOW) **</i>	RM CODE <i>25.01</i>
C. MAILING ADDRESS 120 EAST BALTIMORE ST. RH 1533 BALTIMORE, MD 21202		NO. OF CU. FT. <i>404</i>	
D. PHONE NO. <i>410 625 5560</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL BARRY SWABB JUDY SYKES GEORGE SAKKAL (RETIRED)		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<p align="center"><i>** LOCATION **</i></p> <p align="center"> BOXES - 1 - 239 RANGE - 71 SECTION 1 - 6 BOXES - 240 - 404 RANGE - 68 SECTION 18 - 22 </p>	<p>SCHD. 1824 ITEM-4B <i>7/03</i></p> <p><i>DISPOSAL</i> <i>11/7/03</i> <i>LJS</i></p>

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

2003
1 OF 12
1 OF 14

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE RETIREMENT AGENCY		ACCESSION NO. 02W1266	DATE REC'D 11-1-01
B. DIVISION/UNIT DATA CONTROL			RM CODE 25.01
C. MAILING ADDRESS 120 EAST BALTIMORE ST. RM 1533 BALTIMORE, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT. 404
D. PHONE NO. 410 625 5560		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE SAKKAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		ALL SCHED. 1824 ITEM - 4B
1	F-1 2000 JULY PAYROLL ADJUSTMENTS	07/03
2	4x3 TO 7x2 VALID. UPOSTED YE ADJUSTMENTS	07/03
3	5x4 TO 7x2 UNPOSTED VALIDATIONS	07/03
4	OCTOBER - JUNE 392 VALIDATIONS	07/03
5	MESSY 5x4 TO 7x2 UNPOSTED	07/03
6	MISC. TRANSACTIONS 5x5 ADJ. TO 7x2 ADJ.	07/03
7	7x2 PAYROLL TAPES BOOK 1 AND BOOK 2	" "
8	7x2 ADJ. #6 TO #10 EXCLUDING #10 VALIDATIONS	" "
9	7x2 ADJ. #2, #3, #4, #5, #10 VALIDATIONS	" "
10	ASF TAB BOOK 1 AND 2	" "
11	ASF TAB BOOK 3 AND 4	" "
12	" " " 5 AND 6	" "
13	" " " 7 AND 8	" "
14	" " " 9 AND 10	" "
15	REPORTS 7x2 AJ#4 TO 7x3 AJ#10	" "
16	7x1 AJ#1, 7x2 AJUN, 7x1 PAYROLL VALIDATIONS	" "
17	6x1 PAYROLL TAPES 6x1 AJ#1 AND #2 VALIDATIONS	" "
18	6x2 AJ#2, 6x2 AJ#1, AND #3 VALIDATIONS	" "
19	6x3 PAYROLL BOOKS 1 & 2 VALIDS & 6x3 ADJUSTMENTS	" "
20	6x4 PAYROLL 6x4 AJ#1 AND AJ#3 VALIDATIONS	" "
21	6x2 BOOKS 1 & 2, 6x4 AJ#3 & 6x4 AJ#4 VALIDATIONS	" "
22	5x1 AJ#1, 5x2 AJ#2, 5x1 PAYROLL VALIDATIONS	" "
23	5x2 AJ#2, 5x2 PAYROLL VALIDATIONS	" "
24	5x2 AJ#1, 5x3 AJ#1, 5x3 PAYROLL, 5x3 AJ#2	" "
25	5x4 PAYROLL 5x4 AJ#1, 5x4 AJ#2 VALIDATIONS	" "
26	5x5 AJ#1, 5x5 AJ#2, 5x5 PAYROLL VALIDATIONS	" "
27	MISC. TRANSACTIONS MARCH/APRIL & YEAR END	" "
28	" " " MAY/JUNE	" "
29	" " " MARCH/APRIL	" "
30	" " " APRIL/MAY	" "
31	4x1 AJ#1, 4x1 AJ#1 VALIDATIONS	" "
32	4x2 PAYROLL AND 4x1 AJ#1 VALIDATIONS	" "
33	4x3 PAYROLL, 4x2 AJ#1, 4x2 AJ#2 VALIDATIONS	" "
34	4x4 PAYROLL, 4x4 AJ#1, 4x4 AJ#2	" "
35	8x4 PAYROLL, UPDATE REPORTS BOOK 1 AND 2 & 9. PAYROLL UPDATE REPORT	" "

RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE RETIREMENT AGENCY		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT DATA CONTROL		RM CODE	
C. MAILING ADDRESS 120 EAST BALTIMORE ST. RM 1533 BALTIMORE, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625 5560		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE SAKKAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE ALL
36-A	8x2 PAYROLL VALIDATIONS - BOOK 1 OF 3	SCH 1824-ITEM 4B
36-B	8x1 PAYROLL VALIDATIONS	
36-C	8x1 UM & CPB VALIDATIONS, 8x2 VALIDATIONS	7/03
37	REPORTS-9x2 PR, 8x3 PR, 8x4 PR, 9x3 ADJ.	7/03
38	" 10x1 ADJ, 8x5 PR, 8x4 PR ADJ, 9x1 ADJ, 10x1 PR x 10x1	" "
39	" OCT REVENUE, 10x1 ADJ #2, 9x3 PR, 9x4 PR, 10x2 ADJ	" "
40	" 10x3 PR, 10x3 ADJ, 10x4 PR, 10x4 ADJ	" "
41	VALIDATIONS - 8x3 PR, 8x3 ADJ, 8x4 PR ADJ	" "
42	" 8x4 PR, 8x5 PR, 8x5 ADJ	" "
43	12x3 ADJ, 12x4 ADJ, 1x1 ADJ	" "
44	BN 12x1, 12x2, 12x3, 12x4, 1x1, 1x2	" "
45	1x2, 1x3, 1x5 KENT COUNTY ADJ.	" "
46	1x4, WA ADJ, SPECIAL ADJ.	" "
47	BN 10x1-11x1	" "
48	BN 11x2-11x5	" "
49	2x1-2x4	" "
50	3x1 PAYROLL, 3x1 ADJUSTMENTS VALIDATIONS	" "
51	3x2 PAYROLL, 3x2 ADJ #2 VALIDATIONS	" "
52	3x3 ADJ #2B, 3x3 ADJ #1, 3x3 ADJ #2A, SPEC PR ADJ, 3x2	" "
53	3x3 PR BOOKS 1 & 2, 3x4 ADJ #1	" "
54	3x4 PAYROLL, 3x4 ADJ #2	" "
55	PAYROLL ADJ. BOOK-4x1 TO 5x3 AND 5x4 TO 7x#2C	" "
56	" " " " 2x1 TO 3x4, 8x1 TO 9x1	" "
57	APRIL REPORTS	" "
58	APRIL/MAY "	" "
59	JUNE "	" "
60	JULY "	" "
61	2x1 PR AND 2x1 ADJ VALIDATIONS	" "
62	2x2 PR AND 2x2 ADJ	" "
63	2x3 PR, 2x3 ADJ #1, 2x3 ADJ #2, 2x4 ADJ VALIDATIONS	" "
64	1x5 PR, 2x4 PAYROLL VALIDATIONS	" "
65	1x3 B ADJ, 1x3 " "	" "
66	1x2 PR, 1x2 ADJ, 1x3 SPEC, 1x3 ADJ VALIDATIONS	" "
67	1x4 ADJ, 1x4 PAYROLL VALIDATIONS	" "
68	1x1 ADJ, 1x1 PAYROLL, 1x1 SPEC. ADJ.	" "
69	12x1 PR, 12x1 ADJUSTMENTS	" "
70	12x3 ADJ, 12x2 ADJ, 12x2 PAYROLL	" "

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RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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D. PHONE NO. 410 625 5560		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE SAKKAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE ALL	
		SCHD 1824-4B	
71	12x3 PR, 12x4 PR, 12x4 ADJUSTMENTS	7/03	
72	11x1 PR, 11x1 PRAJ (NAME OF RUN) 11x2 AJ, 11x3 AJ	
73	11x PAYROLL, 11x3 PAYROLL	
74	11x4 PAYROLL, 11x5 PAYROLL, 11x5 AJ	
75	10x1 AJ, 10x1 PAYROLL, 10x2 AJ, 10x2 PAYROLL	
76	10x2 AJ, 10x3 AJ, 10x3 PAYROLL	
77	10x4 PR, 10x5 AJ, 10x4 PRAJ (NAME OF RUN)	
78	9x1 PR BOOKS 1 & 2, 9x1 AJ	
79	9x1 PRAJ (NAME OF RUN) 9x2 PAYROLL, 9x2 AJ	
80	9x3 PAYROLL, 9x4 PR, 9x4 ADJ UNPOSTED	
81	8x1 PAYROLL, 8x5 AJ, PAYCODE CHANGES	
82	TRANSFER REF 8 REF. 8/30, 8x4 AJ, JULY 392'S	
83	AUG/SEPT UNPOSTED VALIDS, NOV/DEC UNPOSTED VALIDS	
84	MAR/APRIL/MAY UNPOSTED VALIDS (SEE BOX 86)	
85	AUG/SEPT UNPOSTED VALIDS, DEC/JAN/FEB/MAR UNPOSTED	
86	MARCH/APRIL/MAY UNPOSTED VALIDS (SEE BOX 84)	
87	JAN/FEB/MAR UNPOSTED VALIDS	
88	OCT/NOV/DEC./JAN UNPOSTED VALIDS	
89	FY 2000 U OF MD VALID TRANS. PPE 7/29, 8/12, 8/26 CPB PPE 7/25	
90	" 2001 7x2 VALID. "	
91	FY 2000, 4x2 " " " " CPB	
92	" " , 12x4 " " " " CPB	
93	" " , TAPE 12x4 #1 TO #12, 1, 2x4, UNIV. OF MD	
94	" " , 4x4 VALID. TRANS.	
95	" " , # 8107 - # 8201 HARD COPIES	
96	" " , 4x4, YOM/CPB VALID TRANS	
97	" " , 4x2, 6x2 APPROVED LEAVE, 5x4 BUY BACKS	
98	" " , 4x3, 1-9, UOM 4x2 - 3x5, Y.T. CPB 3x5	
99	" " , 6x4, VALID TRANS, 6x4 CPU	
100	" " , 5x1, #45, 45/5x2, VALID. TRANS.	
101	" " , 8601-8625, NOTE 8601 PART I & II	
102	" " , 6x4 #36 VALID TRANS	
103	" " , 3x5, VALID " "	
104	" " , 5x3, " " " "	
105	" " , CPU 8x1 " " " "	

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE RETIREMENT AGENCY		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT DATA CONTROL			RM CODE
C. MAILING ADDRESS 120 EAST BALTIMORE ST. RM 1533 BALTIMORE, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625 5560		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE SAKKAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE ALL	
		SCH. 1024 - ITEM 4	
106	FY 2000, 5x1 BOX 1 OF 2 VALID. TRANS.		7/03
107	" " 6x4 TO # 35		7/03
108	" " BACK UP 7501-7702, 1ST HALF OF 7501 & 7502		7/03
109	" " # 8101 - # 8103, HARD COPIES		" "
110	" " 5x4 CPU, UNIV. OF MD		" "
111	" " 8-22-00 CPU		" "
112	" " 6X1 VALIDATION 6X1 #1 - 6X1 # 56		" "
113	" " 7x3 #1 → 7x3 #19, 7x4B, 7x4C #1 → 7x4C #17		" "
114	" " 7x1 CPU 4+5, 7x1 UOH 7x2 CPB		" "
115	" " 10x4 VALID TRANS.		" "
116	" " 4x1 VALID " 3x4, # 25 ONLY		" "
117	" " 6x2 CPU UNIVERSITY OF MD		" "
118	FY 2000 PAYROLL - TERRY - 245 9x1 TO 10x4		" "
119	" " VARIOUS DATES, RECONCILIATION FORMS 12/99-6/00		" "
120	" " # 6901 HARD COPY		" "
121	" " # 7201 # 7202 HARD COPY		" "
122	" " PAYROLL 6x3 6x2 + VALID, 6x2 #1-6x2 # 42, 6x3 #1-36		" "
123	" " PRINCE GEORGE'S COUNTY # 8101-8150		" "
124	" " # 6901 HARD COPIES		" "
125	" " # 8103 - # 8106 HARD COPIES		" "
126	" " 6801-6701 B/U		" "
127	" " # 8525-8601 UMP MESSY RKT		" "
128	" " UNPOSTED BOOK 3 & 4		" "
129	" " 7x2 PR. UPD TAPES 1-19, 7x2 B PR. UPD 20-39 ETC.		" "
130	" " 10x2 10x3, 11x4 ADJ 12x4 PR RPTS, 12x5 PR RPTS.		" "
131	" " 7x1 PR. UPD TAPES 1-46		" "
132	" " ASF 5B, 10 B		" "
133	" " # 3 ASF BOOK UPDATE WORKSHEETS		" "
134	" " 4x1 PR. UPD TAPES 1-29, 5x1 PR. UPD TAPES 28-49		" "
135	" " ASF ADJ # 6 ASF ADJ # 2 BOOK 46		" "
136	" " 6x1 TAPES 1-28, 6x2 TAPES 1-19		" "
137	" " 392 VALID, MISC. ADJ BOOK, ASF ADJ # 3		" "
138	" " 4x4 TAPES, 5x1 REPORTS		" "
139	" " 10/6/00 TO 12/13 UNPAID BUYBACK		" "
140	" " 7x1 ADJ UN 6x3 ADJ		" "

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D. PHONE NO. 410 625 5560		RECORDS CENTER MANAGER	
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., 4B 1824 DISPOSAL DATE
141	" " 3x2 TAPES, ASF 12 A	7/03
142	" " 4x1 TAPES, ASE 17 C	7/03
143	" " 4x3-6x2 VALIDS ASF 13 A	7/03
144	" " TAB 100 AFS ADJ 15 WASH. CO. ADJ #1	" "
145	" " 6x3 PR. UPD TAPES 1-36, 62 PR. UPD TAPES 20-42	" "
146	" " 3x1 TAPES 1-5 UNCPD BOOK 47B - ETC. 3x4 TAPES	" "
147	" " BOOK 49 5x4 ADJ 2x3 TAPES 7x2 ASF ADJ	" "
148	" " 7x2 ADJ 3x3 ADJ	" "
149	" " 6x1 PR, 4x4 TAPES	" "
150	" " ASE 19 B, 5x1, 5x4, PR	" "
151	" " 4x3 UPDATE DEPER PAY 4x3 TAPES... ETC... HOWARD CO 21	" "
152	" " 6x1 TAPES 29-57, 6x1 CPM... ETC... TAPES 1-17	" "
153	" " ASE 14	" "
154	FI 2001 DEDUCTIONS, EOTS, UPDATES SEPT 2000	" "
155	" " ASF DESK ASF #5 ON USED & UNUSED ASF 7x3, 10x3, CS 2x3	" "
156	" " ASE UPDATE NOV+ SPEC. RETRO ADJ 1-30-01 TRANS PK 30#3	" "
157	" " ASE " AUG+SEPT. MISC TRANSACTIONS.	" "
158	" " ASE UPDATE SPEC. RETRO ADJ 1-30-01 BOOK 1 & 2 OF 3	" "
159	" " ASE DESK TAB BOOKS #1 & #2	" "
160	FI 2000 UNPOSTED PAY BACKS 392 NOTES	" "
161	" " ASE DESK COPIES OF GENERAL LEDGERS	" "
162	" " ASE " " C SETS 2x1 - 7x4	" "
163	FI 2001 EOTS, DEDUCTIONS, UPDATES, AUG 2000	" "
164	FI 2000 12x1 AND 12x2 PEOPLE INFORMATION	" "
165	" " ASE UPDATES, DEC, JAN MISC TRANSACTIONS	" "
166	" " ASE " SEPT, OCT, NOV.	" "
167	FI 2000 PAYROLL BACKUP 7703-7880	" "
168	" " PAYROLL BACKUP 6604-6650 06/00 ONLY	" "
169	" " FOR 3600, 6602 NO 6601	" "
170	" " ASE DESK PAYROLL TAB #6 + TAB 99 2x1 - 3x4	" "
171	" " #2 ASE #3 + PR CASH REC. BOOKS	" "
172	" " 6801 HARD COPY	" "
173	" " 8x1 -> 46 8x2 -> 50 VAUD TRANSACTIONS	" "
174	" " PAYROLL BACKUP 8801, 8925	" "
175	FI 2001, 11x1-#12-1 + 10x4 PLUS PEOPLE PART 9/23, 10/7/14	" "
176	FI 2000, 8x3, 8x4, 8x5, PEOPLE PARTS	" "
177	" " BACKUP # 8101-8401	" "

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

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C. MAILING ADDRESS 120 EAST BALTIMORE ST. RM 1533 BALTIMORE, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
		ALL SCHED. 1824 - ITEM 4	
178	FY 2000 - ASF DESK C SETS NOV 99 - FEB 2000	7/03	
179 #3602 - 6604 HARD COPIES NO 6601	
180 BACK-UP 7401-7501, LATER HALF OF 7501 & 7502	
181 7001-7157	
182	FY 2001 - CPU 8x1 PE 7/11/00 VALID TRANSACTIONS	
183 7801/7711 + 7750 PAY ROLL BACK UP	
184 " ASF UPDATES JAN FEB MISC TRANSACTIONS	
185	FY 2000 - # 8201 - 8311 HARD COPIES	
186 BACK UP 7901 - 8001	
187 7x1 VALID TRANSACTIONS	
188 8701 - 8780 BACK UP	
189	FY 2001, 4x2 CPB VALID TRANS.	
190	FY 2000, 7701/7702 PAYROLL BACK UP	
191 PAYROLL BACK UP 6701 - 6925	
192	FY 2001 DEC. 2000 11-30, 12-31 CANCEL ACTS. ADDR. CHANGES	
193	FY 2000 5x2 CPB/VOM VALID TRANS.	
194	FY 2000 5x1 BOX 2 OF 2 " "	
195	" " 4x2 (#30, 32, 26) 4x3 VALID TRANS (WK 10-25)	
196	" " #7301 HARD COPY	
197	" " #8401 - #8511 NOTE #8401 PART II	
198	" " 6x4 PR UPD TAPES 1-26 6x4 PR UPD TAPES 26-53	
199	" " 5x3 TAPES 1-21 5x4 TAPES 17-42 5x4 CPM 5x4 UPM	
200	" " 7x1 PR RPTS, 7x1 ADJN 7x4 CRR - TAPES & RPTS.	
201 1x3 PR, 7x3 PR	
202 ASF 15B UPDATES 16A UPDATES	
203 1x2 PR ASF 13B 12x5 PR + ADJ	
204 5x2 ADJ MAY ENROLLMENT ADJUSTMENTS	
205 ASF ADJ 7/20 ASF ADJ 8A + 8B	
206 FY 99 PR VALID 9x4 TO 12x2 C SETS VALID 7x3 - 11x2	
207 ASF 4 UPDATES & RPTS ASF ADJ # 4 UPDATES & RPTS - SRL ASF	
208 5x3 ADJ UPDATE 5x4 PR TAPES	
209	FY 2001 REFUND TAPES	
210	FY 2000 8x4 TAPE & C SETS VALID ASF ADJ #9A ASF #9A	
211 4x2 ADJ, 6x1 ADJ	
212 6x2 ADJ, 16B ASF	

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

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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
213	FY 2000 - 2x1 EUN, 1x2 EUN, 3x5 TAPES, 1x1 PRW 4x4 ATUH ASF #2 UNBENC 5x2 ASF ADJ T#1A	7/03 All S 1824.4
214	9x3 ADJ RPTS 392 RPT 6x3 PR RPTS
215	ACTIVE STATUS PROJ 43 UR, 2x3 RPTS
216	11x4 ADJ 12x1 PEOPLE INFORMATION
217	6x4 ADJ + UHP ASF 17B
218	FY 2001 CHECK REGISTER JCC'S 10/2000 TO 2/2001
219	TAB JULY 2000
220	FY 2000 10x4 RPTS 12x1 PR UPDATES
221	BB-11x1, ASF 18A, 17A, 7#2
222	5x2 TAPES 1x8 5x2 CPB 5x2 UOP HD 5x2 ADJ UPD 5x1 TAPES 1-20 5x2 ADJ 2 BH 5x3
223	2x3 RPTS, 7x4 PR RPTS
224	FY 2001 ADDRESS CHANGES - SEPT 2000
225	TABS SEPT 2000
226	EDITS, UPDATES, TABS OCT 2000
227	JCL'S 3/01 3 OF 3
228	AT 15, 42, 531, 58, FRED. CO, 66 UNITED WAY, HARFORD CO., CREDIT UNION
229	JCL'S 3/01 2 OF 3
230	ADDRESS CHANGES AUG 2000
231	DEDUCTIONS - SEPT. 2000
232	DEDUCTIONS - AUG. 2000
233	EDITS/UPDATES JULY 2000
234	JCL'S 3/01 1 OF 3
235	7/00 DEDUCTIONS, UPDATES, 2 SCHEDULES
236	ADDRESS CHANGES NOV. 2000
237	JCL'S OCT. 2000
238	JCL'S OCT. 2000
239	JCL'S SEPT. 2000
240	OCT 2000 RET. UPDATES
241	JCL'S 12/0000
242	DEDUCTIONS, EDITS, UPDATES 12/00
243	FY 2000 REFUNDS
244	FY 2001 CHECK RECON STATUS SCHEDULES 8/00-12/00
245	ADDRESS CHANGES - OCT 2000
246	JCL'S 12/0000

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		1824 ALL ITEM 4B
		7/03
247	FY 2001 - OVER 2K
248	" " - JCL'S SEPT 2000
249	" " - CHECK REGISTERS FY 2001 JULY-SEPT.
250	" " - CHK REGISTER OCT-DEC FY 2000
251	" " - EDITS/UPDATES 12/00
252	FY 2000, 11x1, 11x2, 11x4 TAPES 9x2 - 12x4 ADJ
253	" " 11x3 TAPES 12x1 ADJ.
254	" " 8x4 PR 8x3 PR UPDATES
255	" " 9x3 UPDATE 10x1 TAPES
256	" " 9x4 PR UP 9x5 PR
257	" " SEPT ADJ ASF MASTER FILE BOOKS
258	" " BOOK 1-2 ASF
259	" " 12x2 & 12x5 TAPES 11x2 ADJ BOOK 4 12x4 PR
260	" " 9x2 & 9x3 REPORTS
261	" " 10x4 ADJ, 9x1 PR REPORTS
262	" " 1x4, 12x2 TAPES
263	" " BOOK 36A, 11x2 ADJ 10x3 11x4 ADJ
264	" " 8x4 TAPES VALID UPDATE & C SET 9x2 TAPES 1-13
265	" " BOOK 30 SPECIAL JUDGE ADJ
266	" " ASF MASTER FILE JCL'S 8x2 UPDATES
267	" " BOOK # 45
268	" " 8x3 UPDATE 8x2 C-SET UPDATE
269	" " SEPT -> TAB JCL'S
270	" " BOOK 35 & 36 RPTS
271	" " ASF MASTER FILE JCL'S
272	" " BOOK 43 BOOK 35
273	" " 3x5 TAPES (1-27)
274	" " 9x1 2x2 RPTS 2x3 ADJ RPTS
275	" " MISC ADJ UPDATES 8x2 UPDATES
276	FY 2001 - OCT 2000 RPT. UPDATES
277	" " MARCH 2001 ADDRESS CHANGES #98 CANCEL/RECRUT.
278	" " DEDUCTIONS JULY 2000
279	FY 2000 - PATROLL FY 2000 BACK-UP 7201-7380
280	" " - 5x3, 7x3 PR
281	" " - 1x4 RPTS. 11x2 RPTS

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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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282	FY 2001 - MARCH 2001, PG CNTY, BK TONGUE, MONTG. CNTY, FRED. CITY, CREO. UNION, 24, 36, 62, 48, ADPS CHANGES	SCHD 1824 - ITEM 4F 07/03
283 - AUGUST 2000 JCL 2 OF 3
284	BOITS/UPDATES JUNE 1999
285	FY 2001 - EDIRS, UPDATES 9/2000
286 - EDIRS, UPDATES 8/2000
287 JCL NOV. 2000
288 JCL NOV. 2000
289 DEDUCTIONS OCT 2000
290 EDIRS/UPDATES NOV 2000
291 JCL OCT 2000
292	FY 2000 CHK REGISTER 4/2000 - 6/2000
293	FY 2001 - TABS AUG 2000
294 - EDIRS/UPDATES/TABS 3/01
295 - EDIRS/UPDATES - NOV 2000
296 - DEDUCTIONS 3/01 1 OF 2
297	FY 2001 - TABS - NOV 2000
298 DECEMBER 2000, TAXES 94, 9, 26, 38, 54, 63
299 EDIRS, UPDATES SEPT 2000
300 DEDUCTIONS - EDIRS/UPDATES 12/00
301 JAN. 2001 - 85, 22, 36, 50, 61, 70 - Lou's
302 7/00 EDIRS/UPDATES
303 JCL'S 12/00
304 11/2000 + TH, BH, AA - AE SPECIAL RUN # 40TH
305 EDIRS/UPDATES/CHK PAY NOV 2000
306	FY 2000 - YR END TABS
307 " " " "
308	BN 2x1 - 2x4
309	2x4 - 3x2 FREQ. COMM. COLLEGE ADJ.
310	BN 2x4 - 3x3
311	4x1 - 4x4 - 5x1 AJ. 4B
312	5x4 AJ - 5x5 AJ
313	5x1 AJ #5 - 5x2 AJ
314	BN 5x2 AJ - 5x4 AJ EXCLUDING 5x3 AJ. D
315	VN 5x5 AJ - BN 6x1 INCLUDING BN 5x3 AJ. D
316	6x1 - 6x3 ADJ. AND JOHNSON

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DIRECTIONS PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE RETIREMENT AGENCY		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT DATA CONTROL / ADMINISTR.		RM CODE	
C. MAILING ADDRESS 120 EAST BALTIMORE ST. RM 1533 BALTIMORE, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625 5560		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE SAKKAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	DATA CONTROL:	ALL SCHD. 1824 ITEM # 40	
317	4x2-4x3 SCOTT SPEC. JOE SPEC. WA 1, 2	7/03	
318	3x3-4x2 AJ	7/03	
319	3x1-3x3 AJ	7/03	
320	10x3-11x2 OAK ADJ. 405 ADJ.	
321	8x4-9x3 10 MON. 2%	
322	9x4-10x3	
323	270'S BN 8x4-9x4	
	ADMINISTRATION:	7/03	
324	ADMIN. SB 363 FY 2000 SEPT 99 REVISIONS	
325	.. SB 363, FY 2000 REVISIONS RET. ACTS 7/98-6/99 (NOT BI)	
326	.. SB 363 FY 2000 AUG. REVISIONS 1999	
327	.. SPECIAL PROJ. FY 99-00 SB 363 "S. MASTERS 7/98-6/99 (BI.)	
328	.. SB 363 FY 2000 JULY REVISIONS	
	DATA CONTROL:	
329	6*4 #15 - 7*2 #11 VALIDATIONS	
330	1*1 AND 1*2 PEOPLE PART	
331	1*3 PEOPLE PART	
332	2*3 VALIDATIONS	
333	5*1 VALIDATIONS #1-19	
334	12*4 PEOPLE & U OF M 12/2, 12/16, 12/30	
335	10*1 PEOPLE PARTS	
336	9*3 AND 9*4 PEOPLE PARTS	
337	1*4, 1*5 PEOPLE PARTS	
338	4*3, 4*4 VALIDATIONS	
339	CENTRAL PATROLL	
340	8001-8030 B/U	
341	8105-8106-8401 PT. 1	
342	6701 BACK UP	
343	7301 HARD COPIES	
344	6701 BACK UP	
345	6901, 6601, 7201, 7301, BACK UP	
346	2*1 PEOPLE PART	
347	2*2 AND 2*3 PEOPLE PARTS	

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

2003
11 OF 12

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE RETIREMENT AGENCY		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT DATA CONTROL			RM CODE
C. MAILING ADDRESS 120 EAST BALTIMORE ST. RM 1533 BALTIMORE, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625 5560		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE ZAKKAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1024
		ALL SCHEDULE 1 ITEM # 40
348	11*2 AND 11*1 (#13-20 ONLY)	703
349	11*5 AND 11*4 PEOPLE PART
350	11*3 PEOPLE PART
351	5*1 # 20 THRU 5*3 # 18 VALIDATIONS
352	5*3 # 19 THRU 5*4 VALIDATIONS
353	3*4 THRU 4*1 VALIDATIONS
354	12*2 PEOPLE PART
355	3600 AND 6601 AUG THRU OCT BACK UP
356	4*1 # 20 AND 4*2 VALIDATIONS
357	11*5, 11*3, AND 12*1
358	7701 THRU 7711 BACK UP
359	7801 THRU 7804 BACK UP
360	8225 " 8401 " "
361	8805 " 8925 " "
362	5*5 AND 6*1 VALIDATIONS
363	8525 THRU 8780 BACK UP
364	6905 " 7203 " "
365	8401 " 8511 " "
366	8107 " 8134 " "
367	8201 " 8311 " "
368	7805 " 8001 " "
369	8103 " 8106 " "
370	8601 " " "
371	8001 " 8030 " "
372	6601 " 6602 " "
373	7505 " 7685 " "
374	7205 " 7503 " "
375	6801 " 6802 " "
376	3602 " 6732 " "
377	8101 " 8102 " "
378	7*2 # 12 - 7*2 # 30
379	6x3 - 6x4 # 14
380	6x2 VALIDIS
381	6701 HARD COPY
382	9x1, 9x2 PEOPLE ART

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

12 OF 14

2003
12 OF 12

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE RETIREMENT AGENCY		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT DATA CONTROL			RM CODE
C. MAILING ADDRESS 120 EAST BALTIMORE ST. RM 1533 BALTIMORE, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625 5560		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE SAKKAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		ALL SCHED. ITEM # 4B R2A 7/03
383	12x1
384	2x4, 3x2
385	10x2, 10x3, PEOPLE PART
386	CPY 9-5-00, U OF M 9-9-00
387	3x1 PEOPLE PART
388	12x3 PEOPLE PART
389	BH 6x3, BH 7x1, BH 7x2, BH 7x3 ACTUAL ADJUSTMENTS
390	7x2 AJ 1999 REC. ITEMS 7x3 AJ, BOSS PETERSON ACT. ADJ.
391	6x5 AJ #4 KENTON 10 MONTH RPT., 7x1 AJ, 7x2 AJ, ACT. ADJ.
392	BH 1x3 AJ, BH 1x4 AJ, BH 1x5 AJ, BH 7x1, BH 7x2, BH 7x3 ACT AD
393	6x4 AJ #1C -- 6x5 AJ #2G
394	MAY/JUNE BUYBACKS 2000
395	MAY/JUNE BUYBACKS 2000
396	BH 3x4 AJ TO BH 5x3 AJ
397	EJ 2001 - INTEREST WORKBOOK
398	" " " " " "
399	" " " " " "
400	" " " " " "
401	" " " " " "
402	" " " " " "
403	" " " " " "
404	" " " " " "

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of Transportation		ACCESSION NO. 90W95	DATE REC'D 8-8-89
B. DIVISION/UNIT MD Aviation Admin./Operations			FM CODE 26.01.01
C. MAILING ADDRESS P.O. Box 8766 BWI Airport, MD 21240-0766		LOCATION RANGE SECTION(S) 2 31	NO. OF CU. FT. 1
D. PHONE NO. 859-7646		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Barbara Hemmeter <i>Barbara Hemmeter</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Operations Logs SAA-140 with attached Self-Inspection Checklists SAA-139 January 1, 1982 to December 31, 1982	Schedule 1162/A-1 Dec. 31, 2002 1/03 DISPOSAL 11/13/03 LJS

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RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of Transportation	ACCESSION NO. 90W372	DATE REC'D 10-17-89
B. DIVISION/UNIT Maryland Aviation Administration		RM CODE 26.01.01
C. MAILING ADDRESS Personnel & Training Section P. O. Box 8766 BWI Airport, MD 21240	LOCATION RANGE SECTION(S) 35 34	NO. OF CU. FT. 1
D. PHONE NO. 859-7646	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Barbara Hemmeter <i>Barbara Hemmeter</i>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Terminated Temporary Employee Personnel Folders 1985 " " " 1986 " " " 1987	Sch. 1159 F.3 Jan, 2003 <i>DISPOSAL</i> <i>11/13/03</i> <i>LJB</i>

REFERENCE REQUEST

(Note: Use a Separate Form For Each Request)

Description of Records or Information Requested:

Box of Temporary Employee Personnel Folders for 1985 '86 '88

Whole Box

SAVE ^{Remarks} (1) SPACE

Name of Requestor Phyllis Welkner Personnel & Training Section		Telephone Number 859-7007	Date 7/18/90
Accession or Lot Number 90W372 SECTION 34 RANGE 35	Box Number 1 Box	(if known) Records Center Location Numbers Department of General Services Jessup Maryland	

90W372

FOR RECORDS CENTER USE ONLY

- Records Destroyed
- Wrong Box Number - Please Recheck
- Additional Information Needed
- Missing (neither records nor charge card found in box specified)
- Records Charged Out To (name, office and date)

Remarks:

Date	Time Required	Searcher's Initials

Name and Address of Requesting Agency

MARYLAND AVIATION ADMINISTRATION
POST OFFICE BOX #766
Walt Airport, Maryland 21740

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Aviation Administration		ACCESSION NO. 99W964	DATE REC'D 6-9-99
B. DIVISION/UNIT Office of Business Administration Finance/Audit Section		RM CODE 26.01-09	
C. MAILING ADDRESS P.O. Bo 8644 BWI Airport, MD. 21240		LOCATION RANGE SECTION(S) 50 27	NO. OF CU. FT. 1
D. PHONE NO. (410) 859-7283 7646		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>See R. [Signature]</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES ARCOA REVENUE & Courtesy Tickets - 6/92	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1159C.1 12/2002 Jan 2003	
		DISPOSAL 11/13/03 LJS	

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Aviation Administration	Accession No. 99W965	Date Rec'd 6-9-99 RM Code 26.01.01
B. Division/Unit Airport Operations Center	Location Range Section(s) 4 3	No. of Cu. Ft. 1
C. Mailing Address P.O. Box 8766 BWI Airport MD 21240		
D. Phone No. (410) 859-7018	Records Center Manager	
E. Agency Official Linda L. McGuire, Mgr., Administrative Services	To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority - Schedule, Item No. Disposal Date
21	BWI Charter & Supplemental Carrier Operations 1/1/97 - 12/31/97	1162-A1 #5 1/1/2003 DISPOSAL 11/13/03 LJS

26.01.06	MDOT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
Maryland Transit Administration Office of Engineering / Construction Div.			
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.				
96W527	Civil & Trackwork / Contract No. CL-11	1001	All Items	1991 - 1994	16	7/2001	RECYCLE
00W1021	Contract No. CL-63 Signal System Installation / Interoffice Correspondence	1001	All Items	1991 - 1993	2	7/2001	RECYCLE
00W1022	MTA Contract No. CL-62 Overhead Contact System	1001	All Items	9/1990 - 9/1994	1	7/2001	RECYCLE
00W1024	Contract Co. CL-42 Ancillary Construction & Maintenance Services / Contract No. CL-61 Traction Power Substations	1001	All Items	7/1992 - 7/1998	1	7/2001	RECYCLE
00W1025	Contract No. CL-33 Sign & Graphics Anne Arundel / Baltimore Co. & Baltimore City	1001	All Items	9/1991 - 9/1994	2	7/2001	RECYCLE
00W511	Contract No. MTA-CL-11 Civil & Trackwork	1001	All Items	3/1992 - 12/1994	5	7/2001	RECYCLE
00W512	Contract No. TA-4303-110 / MTA-4062-110	1001	All Items	9/1993 - 7/1994	1	7/2001	RECYCLE
00W513	Contract No. MTA-9800-1312-04 / MTA-6800-1313-01 / MTA-6852-1322-08 / MTA-4446-110	1001	All Items	10/1993 - 10/1994	1	7/2001	RECYCLE
00W514	Contract No. MTA-4348-110 Muirkirk Parking	1001	All Items	3/1994 - 11/1994	1	7/2001	RECYCLE
00W515	MTA-4399-210 / MTA-4364-110 / MTA-4128-110	1001	All Items	8/1993 - 10/1994	1	7/2001	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
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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 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. 96W527	DATE REC'D 11-20-95
B. DIVISION/UNIT CONSTRUCTION DIVISION (264)			RM CODE 26-01-06
C. MAILING ADDRESS WILLIAM DONALD SCHAEFER TOWER 6 ST. PAUL STREET, BALTIMORE, MD 21202-1614		LOCATION RANGE 26 SECTION(S) 2	NO. CU. FT. 16
D. PHONE NO. (410) 767-3328		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL (410) 767-3829 CAROLYN WHITAKER, DOCUMENT CONTROL OFFICER		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
1	CIVIL & TRACKWORK - LOUISIANA AVE. TO DORSEY RD CONTRACT NO. CL11 (09/91 - 08/94) - General Corresp. - Interoffice Corresp. - Incoming Corresp. from DKP - Incoming Corresp. from Lane Construction - Incoming Corresp. from PB/MK - Outgoing Corresp. - Change Notices - Change Order Nos. 001-004	Schedule #1001 All Items (07/2001)	
2	- Change Order Nos. 005-013	<p><i>DISPOSAL</i></p> <p><i>10/14/03</i></p> <p><i>[Signature]</i></p>	
3	- Change Order Nos. 014-018		
4	- Change Order Nos. 019-024		
5	- Change Order Nos. 025-027 - Suspense File - Milestone Completion Certificate		
6	- Dispute File - Gas Line Deactivation Support - Dispute File - Underdrain Behind Wall E and F - Dispute File - Potomac Ironworks Claim - Procurement Officer's Decision - Contract Closeout - Progress Photos		

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

September 18, 1995

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
7	<p>CIVIL & TRACKWORK - CAMDEN ST. TO HAMBURG ST. CONTRACT CL77 (2/91 - 9/94)</p> <ul style="list-style-type: none">- Interoffice Corresp.- Incoming Corresp. from Amtrac- Incoming Corresp. from PB/MK- Weekly Report- Outgoing Corresp.- C.N. NOS. 002, 004, 006, 009-016, 021, 023, 025, 029- Change Order Nos. 001-014- Milestone Completion- Contract Closeout	Schedule #1001 All Items (07/2001)
8	<p>SIGNS & GRAPHICS CONTRACT CL33 (9/91 - 5/94) (FIELD OFFICE FILES)</p>	
9	<ul style="list-style-type: none">- Incoming/Outgoing Corresp.- CCR/CN'S	
10	<ul style="list-style-type: none">- Contract Files	
10	<ul style="list-style-type: none">- Contract Specification Books- Contract Drawings	
11	<p>SIGNS & GRAPHICS CONTRACT CL33 (9/91 - 5/94)</p> <ul style="list-style-type: none">- Interoffice Corresp.- Incoming Corresp. from PB/MK- PB/MK Weekly Report- Outgoing Corresp.- Change Notice Nos. 001,002,004-006, 010,012,013- Change Order Nos. 001-003- Contract Closeout- Progress Photos	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
11 (cont'd)	COMMUNICATION SYSTEMS CONTRACT CL65 (04/89 - 10/94) - Contract Documents - Interoffice Correspondence - Change Order Nos. 001-003 - Milestone Completion - Audit File - Contract Closeout	Schedule #1001 All Items (07/2001)
12	MAINTENANCE SHOP BUILDING CONTRACT CL21 (6/90 - 9/94) - General Corresp. - Incoming Corresp. from PB/MK - Incoming Corresp. from Dick Enterprises - Outgoing Corresp. - PB/MK Weekly Report - Weekly Progress Mtg. - Working Delay Days - Change Notice Nos. 009, 010 - Change Order Nos. 001, 002	
13	- Change Order Nos. 003-014	
14	- Milestone Completion Certificates - Maintenance Fac. Shop Bldg. & Equipment - General Contract Data - Letters - R.E. from Contractor - Letters - R.E. from Construction Mgmt. - Letters - R.E. to Contractor - Letters - R.E. to Construction Mgmt. - Change Notice No. 007-010 - Letters - R.E. to MTA - Pre-Construction Data - Weekly Progress Report - Final Payment & Contract Closeout - Progress Photos & Negatives	

2. BOX
NUMBERS

3. DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

4. DISPOSAL AUTHORITY
SCHEDULE, ITEM NO.
DISPOSAL DATE

15

MARC PLATFORMS AND TRACKWORK
CONTRACT CL72 (7/90 - 4/94)

Schedule #1001
All Items
(07/2001)

- General Contract Data
- Incoming Corresp. from PB/MK
- Incoming Corresp. from IA Constr.
- Outgoing Corresp.
- PB/MK Weekly Report
- Minutes of Job Progress Mtg.
- Monthly R.E. Progress Rpt.
- Sunrise Meeting
- Weekly Report
- Change Notice Nos. 009, 010
- Change Request Nos. 019, 020
- Change Order Nos. 001-012
- Certificate of Milestone Completion 'A'
- Claims: Responsibility for Structures
Elevation Error
- Letters
- Claims File
- Liquidated Damages
- Contract Closeout

CLOSED CONTRACTS 1994

16

UNDERGROUND STORAGE TANK UPGRADE
CONTRACT MTA-90-41-08 (02/92 - 03/94)

- Interoffice Corresp.
- Outgoing Corresp.
- Incoming Corresp.
- Change Order Nos. 001-004
- Change Notice No. 006
- Claim File
- Contract Closeout

STEAM CLEANING ROOM MODIFICATIONS
CONTRACT MTA-90-44-03 (07/93 - 06/94)

- Contract Documents
- Interoffice Corresp.
- Incoming Corresp.
- Outgoing Corresp.
- Change Order No. 001
- Subcontractors
- Contract Closeout

2. BOX
NUMBERS

16
(cont'd)

3. DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

4. DISPOSAL AUTHORITY
SCHEDULE, ITEM NO.
DISPOSAL DATE

BUS LOOP PVG. RECONSTRUCTION -
NORTHBEND & DRUID HILL SITES
CONTRACT MTA-90-44-09 (09/93 - 09/94)

Schedule #1001
All Items
(07/2001)

- Contract Documents
- Interoffice Corresp.
- General Contract Data
- Interoffice Corresp.
- Incoming Corresp. from Contractor
- Outgoing Corresp. to Contractor
- Subcontractor's Approval
- Minority Utilization
- Insurance (General)
- Workman's Compensation
- Substantial/Milestone Completion
- Change Order No. 001, 002
- Claims File
- Contract Closeout

BUS LOOP RECONSTRUCTION -
ROGERS AVE. & MILFORD MILL STA.
CONTRACT MTA-90-51-06 (09/93 - 02/94)

- Contract Documents
- General Contract Data
- Interoffice Corresp.
- Incoming from Consultant
- Outgoing to Consultant
- Incoming Corresp. from Contractor
- Outgoing to Contractor
- Change Order No. 001
- Subcontractor's Approval
- Minority Utilization
- Insurance (General)
- Workman's Compensation
- Substantial/Milestone Completion
- Acceptance (Partial and/or Final)
- Claims File
- Contract Closeout

2. BOX
NUMBERS

16
(cont'd)

3. DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

TRACKWORK SCREW SPIKE INSTALLATION
CONTRACT MTA-3-45-3 (7/92 - 6/94)

- Contract Documents
- General Contract Data
- Incoming Corresp.
- Interoffice Corresp.
- Outgoing Corresp.
- Subcontractors
- Minority Utilization
- Insurance (General)
- Workman's Compensation
- Substantial/Milestone Completion
- Acceptances (Partial and/or Final)
- Change Order Nos. 001-003
- Claims File
- Audit File
- Contract Closeout

MONUMENT VENT SHAFT REPAIRS
CONTRACT MTA-0424 (4/93 - 2/94)

- Contract Documents
- General Contract Data
- Interoffice Corresp.
- Incoming Corresp. from Consultant
- Outgoing Corresp. to Consultant
- Incoming Corresp. from Contractor
- Outgoing Corresp. to contractor
- Subcontractor's Approval
- Minority Utilization
- Insurance (General)
- Workman's Compensation
- Substantial/Milestone Completion
- Acceptance (Partial and/or Final)
- Change Order No. 001
- Claims File
- Contract Closeout

4. DISPOSAL AUTHORITY
SCHEDULE, ITEM NO.
DISPOSAL DATE

Schedule #1001
All Items
(07/2001)

2. BOX
NUMBERS

16
(cont'd)

3. DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

NW BUS FACILITY ROOF REPAIRS
CONTRACT MTA-0462 (9/93 - 12/94)

- Contract Documents
- General Contract Data
- Interoffice Corresp.
- Incoming Corresp.
- Outgoing Corresp.
- Subcontractors
- Minority Utilization
- Insurance (General)
- Workman's Compensation
- Substantial/Milestone Completion
- Liquidated Damages
- Change Order Nos. 001-004
- Contract Closeout

4. DISPOSAL AUTHORITY
SCHEDULE, ITEM NO.
DISPOSAL DATE

Schedule #1001
All Items
(07/2001)

RECORDS TRANSMITTAL AND RECEIPTS

E ✓

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 00W1021		DATE REC'D 3-23-00
B. DIVISION/UNIT Office of Engineering/Construction		LOCATION RANGE 34 SECTION(S) 18		FM CODE 26.01.06
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		RECORD CENTER MANAGER		NO. OF CU. FT 2
D. PHONE NO. 410-767-3328		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
E. AGENCY OFFICIAL Deno S. Yenias				

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 2	Contract No. CL-63 Signal Systems Installation 07/89 - 4/94 Interoffice Correspondence 1/91 - 12/93 Incoming Correspondence Outgoing Correspondence Change Notices Change Orders	Sch # 1001 All Items July 2001
2 of 2	Change Orders Change Notices Audit File General Correspondence Final Closeout	<u>Disposal</u> 9/03

RECORDS TRANSMITTAL AND RECEIPTS

E

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 00W1022	DATE REC'D 3-23-00
3. DIVISION/UNIT Office of Engineering/Construction			FM CODE 26.01.06
2. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 34 18	NO. OF CU. FT 1
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	<p>MTA Contract No. CL-62 9/90 - 9/94</p> <p>Overhead Contact System</p> <p>General Correspondence Interoffice Correspondence Outgoing Correspondence Change Notices Change Orders Audit Files Submittals / Milestone Completions Consultant Submittals</p>	<p>Sch # 1001 All Items July 1, 2001</p> <p><i>Disposal</i> 9/03</p>

RECORDS TRANSMITTAL AND RECEIPTS

E ✓

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY Mass Transit Administration		ACCESSION NO. 00W1024		DATE REC'D 3-23-00
3. DIVISION/UNIT Office of Engineering/Construction				FM CODE 26.01.06
2. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE 34	SECTION(S) 18	NO. OF CU. FT. 1
4. PHONE NO. 410-767-3328		RECORD CENTER MANAGER		
5. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	<p>Contract No. CL-42 7/92 - 7/94 CLRL - Ancillary Construction & Maintenance Services IX</p> <p>Contract Documents Interoffice Files Outgoing Correspondence Change Orders Contract Closeout</p>	<p><i>Sche. # 100/</i> All Items July, 2001</p> <p><i>Disposal</i> <i>9/03</i></p>
	<p>Contract No. CL-61 7/98 - 1/94 Traction Power Substations</p> <p>Contract Documents General & Interoffice Correspondence Incoming & Outgoing Correspondence Change Order / Change Notices Audit Files Certificate of Milestone Completion Contract Closeout Disputes File Correspondence - Before & After POD (MSBCA # 1827) Rule 4 File</p>	

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RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 00W1025		DATE REC'D 3-23-00
3. DIVISION/UNIT Office of Engineering/Construction				FM CODE 26.01.06
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 34 18		NO. OF CU. FT. 2
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Deno S. Yenas		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	Contract No. CL-33 9/91 - 9/94 Signs and Graphics Anne Arundel/Baltimore County and Baltimore City	Sche. # 1001 All Items July 2001
1 of 2	CCR/CN's Faxes Shop Drawings/Planting Schedule	<i>Disposal</i> <i>9/03</i>
2 of 2	Contract Closeout Interoffice Correspondence Incoming Correspondence PBMK Weekly Reports Outgoing Correspondence CCR/CN No. 1 - 13 C.O. No. 001, 002 Contract Drawings & Specifications	

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RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 00W511	DATE REC'D 10-25-99
B. DIVISION/UNIT Office of Engineering/Construction			FM CODE 26.01.06
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 43 24	NO. OF CU. FT. 5
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 of 5	Contract No. MTA-CL11 03/92 - 12/94 Civil & Trackwork-Louisiana Avenue to Dorsey Road Change Order Nos. 1 -4 Change Notices Outgoing Correspondence Incoming Correspondence General Correspondence	Sche. # 1001 All Items July, 2001	
2 of 5	Change Orders Nos. 5 -13 Project Progress Photographs	<p><i>DISPOSAL</i> <i>10/10/03</i> <i>[Signature]</i></p>	
3 of 5	Project Progress Photographs		
4 of 5	Change Order No. 14 - 24		
5 of 5	Contract Closeout Suspense File Milestone Completion Certification Dispute Underdrain Behind Wall E & F Potomac Iron Workers Claim Contract CL11 Procurement Officers Decision		

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RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 00W512	DATE REC'D 10-25-99
B. DIVISION/UNIT Office of Engineering/Construction			FM CODE 26-01-06
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE 67 SECTION(S) 6	NO. OF CU. FT 1
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	MTA-4303-110 11/93 - 07/94 Brunswick LL Platforms Specs Correspondence Transmittals Pay Estimates CCR/CN/CO Spec Book MTA-4062-110 09/93 - 03/94 West Baltimore Parking Specs Correspondence Transmittals Pay Estimates CCR/CN/CO Spec Book	# 1001 All Items. July, 20001 DISPOSAL 9/24/03 LJB

RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 00W513	DATE REC'D 10-25-99
B. DIVISION/UNIT Office of Engineering/Construction			FM CODE 26.01.06
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 57 23	NO. OF CU. FT 1
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Contract No. MTA-9800-1312-04 11/93 - 07/94 Roberts Mill Road Bridge Repair in Taneytown, Md. Spec/Spec Book Correspondence/Trsmittals Pay Estimates Claims CCR/CN/CO	<i>#1001</i> All Items July, 2001
	Contract No. MTA-6800-1313-01 10/93 - 01/94 Rerail CamRehab. Highway Grade Crossings in Dorchester Specs Correspondence/Transmittals Pay Estimates CCR/CN/CO	<i>DISPOSAL</i> <i>10/8/03</i> <i>255</i>
	Contract No. MTA-6852-1322-08 04/94 - 09/94 Crossings Rehab. Highway Grade Crossings in Dorchester Specs/Spec Book Correspondence/Transmittals Pay Estimates/Certified Payrolls CCR/CN/CO	
	Contract No. MTA-4446-110 7/94 - 10/94 Laurel Low Level Platforms Specs Correspondence/Transmittals Pay Estimates CCR/CN/CO	

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RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 00W515	DATE REC'D 10-25-99
B. DIVISION/UNIT Office of Engineering/Construction			FM CODE 26.01.06
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION 32 RANGE SECTION(S) 11	NO. OF CU. FT 1
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	MTA-4399-210 08/93 - 10/94 ADA Signage Specs Correspondence Transmittals Pay Estimates CCR/CN/CO MTA-4364-110 11/93 - 09/94 Halethorpe Parking Exp. Specs Correspondence Transmittals Pay Estimates CCR/CN/CO MTA-4128-110 01/94 - 10/94 Rehab. Kensington Station Specs Correspondence Transmittals Pay Estimates/Certified Payrolls CCR/CN/CO	# 1001 All Items July, 2001 <i>Disposal</i> 9/03

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DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. 95W940	DATE REC'D 2-2-95
B. DIVISION/UNIT FINANCE - GRANT ACCOUNTING			RM CODE 26-01.06.01
C. MAILING ADDRESS 1515 WASHINGTON BLVD BALTIMORE, MD 21230		LOCATION RANGE SECTION(S) 109 9	NO. OF CU. FT. 3
D. PHONE NO. (410) 333-4802		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>James Renner</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	Grant Accounting Invoices - FY'78 B001--B125/ A001-A059	SCHEDULE 992 ITEM NO. 1B DISPOSAL DATE JUNE 30, 2002
2	" " " " A060--A099/B001--B037	"
3	" " " " B038--B125	"

Disposal 8/03

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

A. AGENCY 1. Mass Transit Administration 26.01.06.01	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">97W60</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">8-5-96</div>
B. DIVISION/UNIT Finance/Payroll	RM CODE <div style="font-size: 1.5em; font-family: cursive;">26.01.06.01</div>	
C. MAILING ADDRESS 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">101 32</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">5</div>
D. PHONE NO. 767-3736	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank J. Taylor	TO BE 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	Office Timesheets/Adjustments/Off. Trans 1/1/95 - 6/30/95	Schedule # 992 Item # 1-D January, 2003 <div style="font-size: 2em; font-family: cursive; text-align: center;">DISPOSAL</div> <div style="font-size: 1.5em; font-family: cursive; text-align: center;">11/13/03</div> <div style="font-size: 1.5em; font-family: cursive; text-align: center;">HSS</div>
21	Sick Leave 1/1/95 - 6/30/95	
22 thru 24	Staff Records 1995	

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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 1. Mass Transit Administration 26.01.06.01	ACCESSION NO. 98W555	DATE REC'D 12-8-97
	B. DIVISION/UNIT Finance/Payroll	FM CODE 26.01.06.01
C. MAILING ADDRESS 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202	LOCATION RANGE SECTION(S) 26 34	NO. OF CU. FT. 17
D. PHONE NO. 767-3736	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank J. Taylor	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

<u>Box #</u>	<u>Title</u>	<u>Dates</u>	<u>Disposal Date</u>	<u>Schedule/Item</u>
17	Staff G/L Interface	01/95 - 12/95	01/03	#992 / #1-D
	Monthly G/L Interface	06/94 - 12/95		
18	Wckly G/L Interface	01/95 - 12/95	01/03	
19	Staff Pay Register (PAYREG)	01/95 - 06/95	01/03	
20	Staff Pay Register (PAYREG)	07/95 - 12/95	01/03	
21	Office/Trans Timesheet & Adj.	07/95 - 12/95	01/03	
22	Pension Payroll Records	01/95 - 12/95	01/03	
23	Operator Payroll Records	01/95 - 02/95	01/03	
24	Operator Payroll Records	03/95 - 04/95	01/03	
25	Operator Payroll Records	05/95 - 06/95	01/03	
26	Operator Payroll Records	07/95 - 08/95	01/03	
27	Operator Payroll Records	09/95 - 10/95	01/03	
28	Maintnance Payroll Records	01/95 - 06/95	01/03	
29	Maintenanc Payroll Records	07/95 - 09/95	01/03	
30	Maintenance Payroll Records	10/95 - 12/95	01/03	
31	Office/Police Payroll Records	01/95 - 12/95	01/03	
32	Retro Pay Contract/COLA	07/92 - 12/95	01/03	
33	Sick Leave	07/95 - 12/95	01/03	

DISPOSAL
11/13/03
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3 Empties

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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

AGENCY CODE 26.01.06.03		ACCESSION NO. 89W626	DATE REC'D 12-23-88
AGENCY DOT			
DIVISION/UNIT MASS TRANSIT ADMINISTRATION		LOCATION - RANGE 115 SECTION(S) 25	NO. OF CU. FT. 1
MAILING ADDRESS 1515 Washington Blvd. Baltimore, MD 21230		RECORDS CENTER MANAGER	
AGENCY OFFICIAL E. W. Brauer, Jr. Chief of Police	PHONE NO. 333-3550	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 of 1	Cases - Contains all investigation Reports with applicable supplementary reports attached. (Could contain Crime/Person Report, Crime/Property Report, Misc. Report, MAARS, Vehicle Report, Juvenile Custody Report, ME-15 and E.S. Schaffer Report) 71-354 - 71-997 (1971)	Del Item 1163, 8, 12/31/2001 1/02 Disposal 8/03	

RECORDS TRANSMITTAL AND RECEIPT

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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 26.01.06.03		ACCESSION NO. 89W627	DATE REC'D 12-23-88
AGENCY DOT		LOCATION - RANGE SECTION(S) 110 20	
DIVISION/UNIT MASS TRANSIT ADMINISTRATION			
MAILING ADDRESS 1515 Washington Blvd. Baltimore, MD 21230		NO. OF CU. FT. 1	
AGENCY OFFICIAL E. W. Brauer, Jr. Chief of Police		PHONE NO. 333-3550	
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 of 1	Cases - Contains all investigation Reports with applicable supplementary reports attached. (Could contain Crime/Person Report, Crime/Property Report, Misc. Report, MAARS, Vehicle Report, Juvenile Custody Report, ME-15 and E.S. Schaffer Report) 72-1472 - 72-1955 (1972)	1163, 8, 12/31/2002 1/03 DISPOSAL 11/23/03 JVS	

RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MDOT	ACCESSION NO. 95W58	DATE REC'D 7-12-94
B. DIVISION/UNIT MASS TRANSIT ADMINISTRATION	RM CODE 26.01.06.03	
C. MAILING ADDRESS 301 N. Eutaw Street Baltimore, MD 21201	LOCATION RANGE SECTION(S) 131 23	NO. OF CU. FT. 1
D. PHONE NO. 333-8141	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Bernard B. Foster, Sr. Chief of Police	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 1	Police Applicant Investigations (Rejections) This file contains application for employment personal history statements, fingerprint cards, authorization for disclosure of information forms, educational records, employment records, copy of personal information data. 1991	1163,3,12/31/2001 1/02 DISPOSAL 8/2/03 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

<p>A. AGENCY 1. MDOT</p> <p>B. DIVISION/UNIT MASS TRANSIT ADMINISTRATION</p> <p>C. MAILING ADDRESS 301 N. Eutaw Street Baltimore, MD 21201</p> <p>D. PHONE NO. 333-8141</p> <p>E. AGENCY OFFICIAL Bernard B. Foster, Sr. Chief of Police</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> ACCESSION NO. 01W20 </td> <td style="width: 50%; padding: 5px;"> DATE REC'D 8-28-00 RM CODE 26.01.06.03 </td> </tr> <tr> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">LOCATION RANGE 6</td> <td style="width: 33%; padding: 5px;">SECTION(S) 24</td> <td style="width: 34%; padding: 5px;">NO. OF CU. FT 4</td> </tr> </table> </td> <td style="padding: 5px;"> RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER </td> </tr> </table>	ACCESSION NO. 01W20	DATE REC'D 8-28-00 RM CODE 26.01.06.03	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">LOCATION RANGE 6</td> <td style="width: 33%; padding: 5px;">SECTION(S) 24</td> <td style="width: 34%; padding: 5px;">NO. OF CU. FT 4</td> </tr> </table>	LOCATION RANGE 6	SECTION(S) 24	NO. OF CU. FT 4	RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER
ACCESSION NO. 01W20	DATE REC'D 8-28-00 RM CODE 26.01.06.03							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">LOCATION RANGE 6</td> <td style="width: 33%; padding: 5px;">SECTION(S) 24</td> <td style="width: 34%; padding: 5px;">NO. OF CU. FT 4</td> </tr> </table>	LOCATION RANGE 6	SECTION(S) 24	NO. OF CU. FT 4	RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER				
LOCATION RANGE 6	SECTION(S) 24	NO. OF CU. FT 4						

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 4	Daily Time Sheets - Contains detailed log of Officers' duties on a daily basis A - Glover 1997	1163,6,12/2002 1/03
2 of 4	Same as above Gorrell - McCollum 1997	- do -
3 of 4	Same as above McCullough - Wingate 1997	- do -
4 of 4	Same as above Womack - Zais 1997	- do -

DISPOSAL

11/13/03

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 709-1376)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of Transportation	ACCESSION NO. 97W625	DATE REC'D 12-9-96
B. DIVISION/UNIT The Secretary's Office	FORM CODE 26.01.12	
C. MAILING ADDRESS P.O. Box 8755 BWI Airport, MD 21240	LOCATION RANGE SECTION(S) 33 2-3	NO. OF CU. FT. 6
D. PHONE NO. (410) 865-1009	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy Weeks	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-6	1994 files - see attached list	1823, Item 1 January, 2005 -2003 <div style="text-align: right; font-family: cursive; font-size: 1.5em;"> DISPOSAL 11/13/03 JS </div>

BOX #1

AASHTO - GENERAL 1994

**ACTIVITY REPORT - MAA 1994
MDTA 1994
MDTA 1994
MTA 1994
MTA 1994
SHA 1994**

**AIR POLLUTION
AIRLINES KLM
AIRLINE SCHEDULE AND SERVICE
AIRLINES USAIR
AIRPORT AUTHORITY
AIRPORTS COMMISSIONS
CHAIRMAN O.J.L. HANDOUTS FOR AUGUST MTG
AIRPORTS - GENERAL
AIRPORTS - SMALL AIRPORTS - FINANCIAL
ASS. PROGRAM
APPOINTMENTS
AUDIT - GENERAL
AUDIT - MTA
AUDIT - MVA
BALTIMORE MUSEUM OF INDUSTRY
BATTLEFIELD PRESERVATION
BICYCLES
BOARDS AND COMMISSIONS
BONDS
BPW - BOARD OF PUBLIC WORKS
BRANCH OFFICES - MVA
BRIDGES - GENERAL
BRIDGES - GENERAL
BUDGET - GENERAL
BUDGET - MAA
BUDGET - MPA
BUS SERVICE
BWI AIR AND SPACE MUSEUM
BWI AIRPORT GENERAL
BWI AIRPORT GROUND TRANSP
AIRPORT COMMISSIONS
BWI AIRPORT PARKING
CHESAPEAKE BAY BRIDGE
CHESAPEAKE BAY INITIATIVES
CHESAPEAKE AND DELAWARE CANAL
CHESAPEAKE AND DELAWARE CANAL - 1994
CIVIL WAR 94
COLLEGE PARK AVIATION MUSEUM**

PUBLIC AFFAIRS - CUSTOMER SERVICE
PUBLIC SERVICE COMMISSION
RAIL LINES - EASTERN SHORE
RAIL LINES - MISC
RESUMES
SEVERN RIVER BRIDGE
SMOKING POLICY
SNOW
SOUND BARRIERS
SPECIAL EVENTS
SPEED LIMITS
SPEED MEMOS (5 FOLDERS)
STADIUM ISSUES
STATE ETHICS COMMISSION
STADIUM ISSUES
TERMINALS - DUNDALK
THANKS/CONGRATS/CONDOLENCES
TIPTON AIRFIELD
TPSSP
TRAFFIC SIGNALS
TRANSPORTATION SAFETY
TSHRS
TRAVEL
TRUCK ISSUES
VEIP 1994
WETLANDS
WMATA
WTS
UNITED CHARITIES
US DOT
VEHICLE REGISTRATION

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPT. OF TRANSPORTATION		ACCESSION NO. 98W535	DATE REC'D 12-2-97
B. DIVISION/UNIT DEPT The Secretary's Office		RANGE 124	SECTION(S) 20
C. MAILING ADDRESS 10 ELM Rd BWI Airport MD 21240		NO. OF CU. FT. 1	
D. PHONE NO. 410 865-1009		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL J. Weezy		TO BE 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	1991-1993 GENERAL D.J. LIGHTHIZER SECRET	1823, ITEM 1 JAN. 2006 2002 DISPOSAL 9/16/03 LJS

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

<p>A. AGENCY 1. Md Transportation Authority</p> <p>B. DIVISION/UNIT Finance Division</p> <p>C. MAILING ADDRESS</p> <p>D. PHONE NO.</p> <p>E. AGENCY OFFICIAL</p>	<p>ACCESSION NO. 93W745</p> <p>RANGE 105</p> <p>SECTION(S) 25</p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D 12-7-92</p> <p>FM CODE 26-01-14</p> <p>NO. OF CU. FT. 4</p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
293	Maintenance & Oper VOUCHERS 4235-4650 1/3/89 - 4/12/89	7-1-11 , Item # 2, 2002 1592
294	4651-5005 4/12/89 - 6/28/89	<p>1/02</p> <p style="font-size: 2em; font-family: cursive;">DISPOSAL</p> <p style="font-size: 2em; font-family: cursive;">7/29/03</p> <p style="font-size: 2em; font-family: cursive;">LJS</p>
295	5006-5400 7/3/89 - 10/3/89	
296	5401-5711 10/3/89 - 12/2/89	

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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 1. Md Transportation Authority		ACCESSION NO. 93W1552	DATE REC'D 5-13-93
B. DIVISION/UNIT Finance		RANGE 113	SECTION(S) 8
C. MAILING ADDRESS P.O. Box 9088 Dundalk Md 21222		NO. OF CU. FT. 1	
D. PHONE NO. 288-8454		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Freddie BARON		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS #320	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES M&D VOUCHERS 6801-7197 10/01/90-06/30/90	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 744-H, ITEM # 2 1592 Jan 2003 DISPOSAL 11/13/03 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)

26.01.14

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. a) AGENCY CODE 26.01.14		ACCESSION NO. 95W1661	DATE REC'D 6-14-95
b) AGENCY Maryland Transportation Authority		LOCATION - RANGE 122	NO. OF CU. FT. 1
c) DIVISION/UNIT Finance		SECTIONS(S) 3	
d) MAILING ADDRESS 300 Authority Dr. Dundalk, Md 21222		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL MICHELE Sweeney		PHONE NO. 410/288-8454	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS # 449	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES M.A.O. Index (A-2) 7/88-6/90	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) # 1592 Item # 02 Jan 2003 DISPOSAL 11/13/03 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

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY 290500 Motor Vehicle Administration		ACCESSION NO. <i>98W60</i>	DATE REC'D <i>8-1-97</i>
DIVISION/UNIT Vehicle Registration Registration/Title File			RM CODE <i>26-02-06</i>
MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) <i>106 28</i>	NO. OF CU. FT. <i>4</i>
PHONE NO. 768-7250		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Ruth D. Burrell <i>Ruth D. Burrell</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	REGISTRATION CARD FILE	
1	AAA002 - CLK999 1981-1982	<i>Item 9 of</i> Schedule 1716 Disp. Dt: Dec., 2002 <i>Jan., 2003</i> DISPOSAL <i>11/13/03</i> <i>RS</i>
2	CLL001 - EKH918 1981-1982	
3	EKH919 - Z57353 1981-1982	
4	Z57354 - Misc. (trailers, dealers, personalized, etc.) 1981-1982	

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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

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MOTOR VEHICLE ADMINISTRATION		ACCESSION NO. 98W61	DATE REC'D 8-1-97
2. DIVISION/UNIT Vehicle Registration Division Registration/Title File			RM CODE 26.02.06
3. MAILING ADDRESS 6601 Ritchie Highway Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 102 9	NO. OF CU. FT. 3
4. PHONE NO. (410) 768-7250		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL <i>Ruth D. Burrell</i> Ruth D. Burrell		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	VALIDATION REGISTRATION 1981-1982	
1	0000001-1035662	<i>Item 9 of</i> Schedule 1716 Disp. Dt: Dec., 2002 <i>Jan., 2003</i> <i>DISPOSAL</i> <i>11/13/03</i> <i>JSO</i>
2	1035663-2060000	
3	2060001-3189000	

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 290500 1. Motor Vehicle Administration		ACCESSION NO. 00W899	DATE REC'D 3-6-00
B. DIVISION/UNIT Vehicle Registration/Title File			RM CODE 26.02.06
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 38 30-32	NO. OF CU. FT. 66
D. PHONE NO. 410/768-7250		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Burrell <i>RDB/ek</i> <i>4/13/99</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>1995-96</i>	
	45 DAY TEMPORARY REGISTRATION CERTIFICATE	
1	53030G to 10407J	Item # 3A Schedule 1716 Disp. Dt: Jan., 200 3 <i>DISPOSAL</i> <i>11/10/03</i> <i>LJS</i>
2	10408J to 24999J	
3	25181J to 46293J	
4	46295J to 68444J	
5	68445J to 76010J	
6	76012J to 89999J	
7	90000J to 02099K	
8	02100K to 14123K	
9	14124K to 26210K	
10	26211K to 38799K	
11	38805K to 52111K	
12	52113K to 64999K	
13	65000K to 78129K	
14	78131 to 91769K	
15	91770K to 04499L	
16	04550L to 12423L	
17	12424L to 29442L	
18	29443L to 42166L	
19	42167L to 54999L	
20	44000L to 67624L	

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 290500 1. Motor Vehicle Administration		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Vehicle Registration/Title File			RM CODE
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S)	NO. OF CU. F.
D. PHONE NO. 410/768-7250		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Burrell		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY: SCHEDULE, ITEM NO., DISPOSAL DATE
Page 2	<u>Temp. Tag #</u>	
21	67625L to 80428L	Item # 3A Schedule 1716 Disp. Dt: Jan., 200 ³
22	80429L to 92470L	
23	92471L to 05951M	
24	05952M to 19607M	
25	19608M to 33419M	
26	33420M to 46774M	
27	46775M to 60351M	
28	60352M to 74120M	
29	74121M to 87239M	
30	87240M to 00364N	
31	00365N to 14704N	
32	14705N to 28274N	
33	28275N to 41352N	
34	41353N to 53989N	
35	53990N to 67058N	
36	67059N to 80189N	
37	80190N to 93759N	
38	93760N to 99999N	
39	00002P to 06778P	
40	06779P to 12999P	

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 290500 1. Motor Vehicle Administration		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Vehicle Registration/Title File			RM CODE
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S)	NO. OF CU. FR.
D. PHONE NO. 410/768-7250		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Burrell		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Page 3	TEMP. Tag #	1995-96	
41	13000P to 19869P	Item # 3A Schedule 1716 3 Disp. Dt: Jan, 2004	
42	19870P to 26962P		
43	26965P to 34220P		
44	34221P to 41112P		
45	41113P to 48270P		
46	48271P to 54721P		
47	54740P to 63597P		
48	62050P to 69272P		
49	69373P to 75868P		
50	75869P to 82781P		
51	82782P to 89999P		
52	90000P to 96779P		
53	96780P to 03780R		
54	03781R to 10899R		
55	10900R to 18789R		
56	18790R to 25527R		
57	25528R to 32999R		
58	33000R to 40509R		
59	40501R to 47889R		
60	47890R to 57563R		

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 290500 Motor Vehicle Administration		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Vehicle Registration			RM CODE
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410/768-7250		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Burrell		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Page 4	<u>TEMP. Tag #</u>	
61	57564R to 66159R	Item # 3A Schedule 1716 3 Disp.Dt: Jan, 2004
62	66170R to 73570R	
63	73571R to 86778R	
64	86785R to 94449R	
65	94450R to 09734S	
66	09735S to 11285S	

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RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2905000 1. Motor Vehicle Administration		ACCESSION NO. 02W/395	DATE REC'D 11-20-01
B. DIVISION/UNIT Vehicle Registration Registration/Title File			RM CODE 26.02.06
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 38 18	NO. OF CU. FT. 6
D. PHONE NO. (410) 768-7328		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth D. Burrell, Chief <i>RDB</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
	45 DAY TEMPORARY REGISTRATION CERTIFICATE	Item 3 of the schedule
66A	Temporary Tag # 00002A - 07034A (8/96 - 9/96)	# 1716 Disp.Dt: Jan., 2003
67	07035A - 12999A (8/96 - 1/97)	
68	13000A - 19999A (8/96 - 8/96)	
69	20000A - 26974A (8/96 - 8/96)	
70	26975A - 34104A (8/96 - 11/96)	
71	34105A - 41253A (8/96 - 11/96)	
		DISPOSAL 11/10/03 <i>LIS</i>

RECORDS TRANSMITTAL AND RECEIPT

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RECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2905000 1. Motor Vehicle Administration		ACCESSION NO. <i>02W/396</i>	DATE REC'D <i>11-20-01</i>
B. DIVISION/UNIT Vehicle Registration Registration/Title File			RM CODE <i>2602-06</i>
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) <i>38 18</i>	NO. OF CU. FT. <i>21</i>
D. PHONE NO. (410) 768-7328		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Burrell, Chief <i>RB</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
	45 DAY TEMPORARY REGISTRATION CERTIFICATE	Item 3 of the Schedule
	Temporary Tag #	<i># 1716</i>
72	41254A - 48412A (12/96 - 3/97)	Disposal Dt. June, 2003
73	48413A - 55023A (12/96 - 3/97)	
74	55024A - 62144A (10/96 - 11/96)	
75	62145A - 69099A (9/96 - 1/97)	
76	69120A - 76530A (9/96 - 1/97)	
77	76531A - 84132A (10/96 - 11/96)	
78	84126A - 91364A (10/96 - 4/97)	
79	91365A - 98799A (4/97 - 5/97)	
80	98800A - 06299B (1/97 - 2/97)	
81	06300B - 13999B (11/96 - 9/97)	
82	14000B - 21429B (12/96 - 1/97)	
83	21430B - 28829B (12/96 - 1/97)	
84	28830B - 36999B (11/96 - 1/97)	
85	37000B - 44180B (1/97 - 2/97)	
86	44182B - 51604B (2/97 - 2/97)	
87	51605B - 59099B (1/97 - 3/97)	
88	59101B - 66999B (6/96 - 3/97)	
89	67000B - 75399B (2/97 - 3/97)	
90	75400B - 83999B (2/97 - 7/97)	
91	84000B - 92499B (4/97 - 5/97)	
92	92500B - 99999B (2/97 - 7/97)	

DISPOSAL
11/10/03
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RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>1. AGENCY CODE 26.02.11</p>	<p>ACCESSION NO. 89W694</p>	<p>DATE REC'D 1-12-89</p>
<p>2. AGENCY Motor Vehicle Administration</p>	<p>LOCATION - RANGE 104</p> <p>SECTION(S) 34</p> <p>NO. OF CU. FT. 13</p>	
<p>3. DIVISION/UNIT Office of the Attorney General</p>		
<p>4. MAILING ADDRESS 6601 Ritchie Highway N.E. Glen Burnie, Maryland 21062</p>	<p>RECORDS CENTER MANAGER</p>	
<p>5. AGENCY OFFICIAL Edward R. K. Hargadon 12/21/88 Edward R. K. Hargadon</p>	<p>PHONE NO. 768-7440</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	<p><input checked="" type="checkbox"/> DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p> <p><u>ADMINISTRATIVE APPEAL FILES January 1974 thru July 1985</u></p> <p>Angelozzi, Pamela Brady, Edward Albert Bryant, William Joseph Buckler, Jay B. Butcher, Michael Alan Campbell, William Paul Cathell, Hal K.</p> <p>Cherry, Charles C. Cherry, Charles C. Conarton, Joseph William Conner, Ronald Harry Cox, Eugene Allen Currence, Andrew Lee Davenport, Robert T. Davis, Henry Lee Decker, Mark Dileonardi, Marie Cecilia DiLiello, Michael f. Jr. Epstein, Michael Henry</p>	<p>SCHEDULE - 1034 ITEM 1 JANUARY--2002</p> <p style="font-size: 2em; font-family: cursive; text-align: center;">Disposal 8/03</p>

Box 2----- Farmer, Nancy
 Fenwick, Leo A., et al. vs. Drury, Judge A., et al
 Finnegan, Norman Alvin
 Fleming, Edmond Joseph
 Foster, Joyce Ann
 Fox, Delphine Ruelle
 Gardiner, Francis Joseph
 Gibbs, Paul Walter
 Gilbert, Joseph Arthur
 Heckrotte, Kathleen Gerghy
 Hall, Donald Avery
 Hawkins, Lloyd Escoral
 Hawkland, Michael Daly
 Haynes, James Phillip
 Helfrich, George W.
 Hickey, Brian A.
 Hook, Hershel James
 Holler, Robert W., Sr.
 Hughes, Ricky
 Hurley, Edward Robert
 Jenifer, Jervice Eugene
 Jones, William J.
 Jordan, Oswald G.
 Kereszturi, Charles Harry
 Kikas, Michael Andy
 King, David, Jr.
 Kinlaw, Paul Carlton -

Box 3----- Kirk, Delmar Orrick
 Knutsen, Elsa Karin
 Lanthorn, David T.
 Little, James Nathaniel
 Lowman, Richard Leroy
 Neff, Keith B.
 Newhouse, Richard Gordon
 Newlove, Grant Sherman
 Prosperi, Terrence James
 Santas, Anthony George
 Matheny, Donald Lee
 Schaeffer, Douglas L.
 Schweinsberg, Richard C.
 Scott, Wayne Norris
 Shpritz, Norwood
 Song Ku Sin
 Sonntag, Frederick A.
 Strasbaugh, Robert WM.
 Stout, Charles Henry
 Stubbs, Edward Francis
 Surwilo, Charles
 Testerman, Sterling L.
 Tichnell, Arnold Richard
 Thompson, Allen Ronel
 Tyrone, Terry et al
 Turner, Ian Frederick
 Williams, George H.
 Wyatt, John Luther
 Womack, Bly Ann

Box 4----- Anderson, Charlotte Ann
Anan, Valentine Michael
Ambrosino, Anthony M
Ammann, Jack Donald
Alexlrod, Carolee
Black, Dexter Gaile
Bland, Karl George
Bradshaw, Samuel Everett III
Brown, Keith Leo
Brunson, William, Jr.
Bell, Geraldine Beulah
Curey, Albert B.
Caccaimo, Joseph J.
Culloway, Richard Lee
Creasey, Melvin Wilson
Creightney, Fred
Collier, Linda S.
Cook, George Spencer
Cooper, Cecil Ruiz
Doe, John
Eshleman, Joseph Arthur
Estes, Robert P.
Etchison, William Lee
Exner, Joseph Patrick

Box 5----- Festerman, Donald L.
Fish, Agnes
Fitzgibbon, John William
Foard, William Curtis
Friar, Lee Edward
Friedman, John Michael
Gallagher, Robert A.
Gallis, Robert Bernard
Gamber, Carl Tammy
Gillespie, David Allen
Goldstein, Leonard R.
Gormley, John Robert, Jr.
Gosnell, Nelson Michael
Gould, Kingdon, Jr.
Government Employee Ins. Co.
Green, Carl
Grenier, Carolyn Thomas
Griswold, Steven Glymoore
Gundersen, George H.
Hall, Richard
Hamelett, Michael Charles
Hartmann, Eric Blair
Hartmeyer, Philip Russell
Hess, Edwin E.
Hicks, John Dan
Hinkleman, Robert Francis
Hirst, Herald William, Jr.
Hoel, Nellie Margaret
Howe, John N.
Hutter, Car Alan
Jackson, James
Jackson, Raymond
Johnson, Joe

Box 5 ----- Joll, Harold R.
 (cont'd) Lafayette, Stephen A.
 Larkins, Donald Charles
 Lee, William Alexander
 Letcher, Jon Robert

Box 6 ----- Levitas, David
 Linkins, Eric Guy
 Lombard, Theodore E.
 Lombard, Theodore E.
 Lloyd, John H.
 MaGee, Shayne Joseph
 Moore, Charles Walter
 Murphy, Thomas Anthony
 Myers, Nancy Lou
 Newcomer, Kevin Kent
 Norton, Joseph Michael
 O'Donnell, Martin George
 O'Donnell, Timothy Francis
 Overfelt, Kendall Alan
 Parks, Lorwell Austin
 Parr, Henry Albert
 Patschak, Richard Louis
 Pecora, Robin John
 Perdue, Lewis W., Sr.
 Perdue, Lewis W., Sr.
 Philson, Wilson
 Powers, William Brent
 Pohl, Louis George Jr.

Box 7 ----- Rakas, Stephen Stanley
 Reed, Charles
 Reynolds, Joseph Michael, Jr.
 Ridenor, John Howard
 Ripken, Frederick Charles
 Roberts, Ronald Joseph
 Robinson, Albert
 Robinson, Kevin G.
 Rosenbalatt, Josef Marilyn
 Ross, William A. Sr.
 Rosser, Renee et al.
 Ruppert, Joseph Xavier
 Segoria, Miguel Humberto
 Scarecella, David
 Schenkel, John
 Sharp, Joel Michael
 Smith Bennie
 Synder, Michael Francis
 Spangler, Fred
 Spinner, James Thomas
 Steigerwald, Thomas
 Stengler, Steven
 Vestrich, Leslie Machen
 Warner, David Earl
 Washington, Randolph
 Wasserman, Steven
 Weaver, Rodger Alan
 Willard, Melissan Ann
 Willard, Roland Eugene, Jr.
 Windsor, Leonard F.
 Wood, Delmas P., Jr.
 Wood, Delmas P., Jr.
 Zents, John David
 Zuckerman, Arthur

Box 8 ----- Androychuk, Bonny Rene
 Anderson, Gregory Arvid
 Andrews, Jessica Dannette
 Batchelor, Carl G.
 Bavis, Paul Smith
 Berry, Owen Larry
 Bernard, Gibson
 Bertling, William James
 Bolyard, Lawrence Paul
 Bosley, David Eugene
 Bouldin, Joseph E.
 Bowers, Kyle Daniel, Jr.
 Brashears, Harry B.
 Broadbent, Joan Florence
 Brown, Dewitt James
 Brown, Terrance Andrew
 Bryant, James Robert, Jr.
 Burk, Clark Bradley
 Butler, David Kevin
 Butts, Thomas Gary
 Carlson, Robert Terrance
 Chapman, Marion Perry, Jr.
 Cheeks, William Jefferson, Jr.
 Cook, Robert Clark
 Corrigan, James Joseph
 Cothorn, Berkley Eugene
 Curtis, Upton Gary
 David, William Hart
 Degatina, James Charles, Jr.
 Depaul, Joseph Michael

Box 9 ----- Diamond, David Michael
 Dobson, William Beauregard
 Drescher, Robert Harvey
 Dunn, William Thomas, Jr.
 Eichelberger, Alan C.
 Eschenburg, Richard W.
 Fields, Richard Lawrence
 Flynn, Kathleen
 Gardner, William S., Jr.
 Gasdick, Raymond John
 Gear, Robert W.
 Gibson, Samuel Thomas
 Gregory, John Robert
 Gregory, Steven H.
 Green, James Thomas
 Hadjy, John Harry
 Hanger, John Gregory
 Hey, Gerald Rex
 Holmes, Kent
 Houle, Ivan L.
 Huchok, Arthur A.
 Ingram, Anne Sue
 Jefferson, Leroy Allen, Jr.
 Johnson, Elmer Lee
 Joiner, Jeffery T.
 Kazley, John Emery
 Kelly, James Edward

Box 10----- Kenealy , Michael Anthony
Kiczula, John
Korade, Karl Joseph
Kurowski, John William
Lacey, Eugene Cochran, Jr.
Lamotta, Thomas Joseph
Lange, Mark Alan
Lech, Robert L.
Leimkuhler, Frank Edward
Lewis, Timothy R.
Lieske, Henry Emil III
McCarthy, Eugene
McClaine, Robert George
McMurtréy, John J.
Miles, Gregory James
Miller, Ellen R. et al.
Moore, Brian Jerome
Moore, Carl Francis
Moore, David Lloyd
Morman, Cornell Ulysses
Mullins, Steven A.
Navin, Michael Francis
Neal, Edward Garrison
O'Neil, Steven Eugene
Owen, Albert WM
Pasqualone, Joseph
Penn, Laura Margaré
Perrie, Joseph Nelson
Phetteplace, Donald Wayne
Prue, James H. & Colemand David
Box 11----- Quilliam, Mark Stephen
Reid, James
Ricks, Joseph Edward
Rioux, Gregory
Rodzinski, Richard, Jr.
Rogers, Jeffrey Kirn
Rust, Jane Altimus
Ryan, John Rothwell
Sapaneo, Daniel Vincent
Schumer, Erica
Scott, David Wayne
Scott, Frank James, Jr.
Shafer, Kirk Norman
Shepaherd, James Alan
Shifflet, Thomas William
Shimer, Thomas Allen
Soffer, Ronald Scott
Sparks, Douglas E.
Taylor, Thomas
Thomas, Paul E.
Thompson, Donald E.
Umstead, Stanley Leo, Jr.
Valcourt, Michael Douglas
Walbert, Timothy David
Westburg, Doris L.
Whiteford, Roger Streett
Wiedecker, Thomas Joseph, Jr.
Yingling, Melvin L.

x 12-----Anastasi, Robert H.
 Armand, Henry Saliba, Jr.
 Ault, Terry Charles
 Bagley, Leslie F.
 Ball, Jeffrey William
 Bhone, Bruce Robert Singh
 Bingham, Larry Louis
 Bonnette, Ernest Albert
 Bryant, Evelyn R.
 Burk, David Donald
 Collier, Linda S.
 Costello, Anthony J.
 Costello, Anthony J.
 Delbrook, Mitino A.
 Ducan, Tommy, Sr.
 Ducan, Tommy, Sr.
 Ducan, Tommy, Sr.
 Ducan, Tommy, Sr.
 Eldreth, Richard Warren
 Goldstein, David & Minka
 Mershon, David Thomas
 Michael, Richard Lee
 Mick, Claud Mortimore
 McKenzie, Nathaie
 McMichael, Charles Stuart
 McNeil, Timothy L.
 McShain, Daniel J.
 Milano, Gary Frederick
 Moeliman, Robert Frederick
 Philip, Qahir Al-Mateen
 Price, Willie James
 Semancik, Andrew E.
 Shimerdla, Janet Clark

Box 13-----Skinner, William R.
 Townshend & Kirk
 Curtis, Robert Westley
 Day, David Westley
 Duffett, Daniel Westley
 Kalika, Josif
 Kelly, Henry Ford
 Kelly, Robert Charles
 Kerwin, Allan S.
 Kidwell, Earl Dee Rone, Jr.
 King, David, Jr.
 Kirsh, Raphael Edward
 Kolb, Steven D.
 Kram, James Joseph, Jr.
 Krug, Pasty Wingfield
 Kyle, Dennis Kerby
 Topper, Donald Francis, Jr.
 Thomason, Mary McKinney
 Theat, Alvin
 Steven, William G.
 Stonnell, Malcolm Lee, III

R-104

S-34

5 Emptyies

S-34

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. MVA		ACCESSION NO. 98W527	DATE REC'D 12-2-97
B. DIVISION/UNIT Fin + Stats.			FM CODE 26.02.13
C. MAILING ADDRESS 6601 RITCHIE HWY GLEN BURNIE, MD. 21062		LOCATION RANGE SECTION(S) 26 27	NO. OF CU. FT. 4
D. PHONE NO. 768-7099		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL PATRICIA EVANS		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	TARIS - REM. PROC - SOURCE 800 - BATCH SHEETS/TAPES	1725
Box #1	10-4-95 → 11-2-95	ITEM 6
#2	11-3-95 → 11-30-95 (Pick-ups - 8-2-95 → 8-3-95)	DISPOSAL 10/14/03
#3	12-1-95 → 12-29-95	LJS
	TARIS - COUNTY INVENTORY	DESTROY
#4	6-1-95 → 12-28-95	1/99

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY 1. <u>MVA</u></p> <p>B. DIVISION/UNIT <u>F & S TARI'S Room 217</u></p> <p>C. MAILING ADDRESS <u>6601 RITOHIE HWY GLEN BURNIE, MD 21062</u></p> <p>D. PHONE NO. <u>410-768-7099</u></p> <p>E. AGENCY OFFICIAL <u>PAT EVANS</u></p>	<p>ACCESSION NO. <u>98W530</u></p> <p>LOCATION RANGE SECTION(S) <u>26 6</u></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <u>12-2-97</u></p> <p>FM CODE <u>26.02.13</u></p> <p>NO. OF CU. FT. <u>15</u></p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	6-6-97, 6-9-97	<p>1725</p> <p>Item 6</p> <p>7/00</p> <p>Disposal 8/21/00</p> <p><i>[Signature]</i></p>
2	6-10-97, 6-11-97	
3	6-12-97, 6-13-97	
4	6-16-97, 6-17-97	
5	6-18-97, 6-19-97	
6	6-20-97, 6-23-97	
7	6-24-97, 6-25-97	
8	6-26-97, 6-27-97	
9	6-30-97	
10	7-1-97, 7-2-97	
11	7-3-97, 7-7-97	
12	7-8-97, 7-9-97	
13	7-10-97, 7-11-97	
14	7-14-97, 7-15-97	
15	7-16-97, 7-17-97	

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY 1. M.V.A.</p>	<p>ACCESSION NO. 98W876</p>	<p>DATE REC'D 6-2-98</p>
<p>B. DIVISION/UNIT FINANCE & STATISTICS ROOM 217</p>	<p>RM CODE 26-02-13</p>	
<p>C. MAILING ADDRESS 6601 RITCHIE HWY. GLEN BURNIE 21062</p>	<p>LOCATION RANGE SECTION(S) 26 21</p>	<p>NO. OF CU. FT. 32</p>
<p>D. PHONE NO. 410-768-7584</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL</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
	COUNTER DRIVING RECORDS	
1	01-08-97 - 01-18-97	1725 ITEM 6
2	01-21-97 - 01-29-97	"
3	01-30-97 - 02-08-97	"
4	02-10-97 - 02-20-97	"
5	02-21-97 - 03-03-97	"
6	03-04-97 - 03-13-97	"
7	03-14-97 - 03-25-97	"
8	03-26-97 - 04-04-97	"
9	04-05-97 - 04-17-97	"
10	04-18-97 - 04-30-97	"
11	05-01-97 - 05-14-97	"
12	05-15-97 - 05-24-97	"
	DRIVING RECORDS BULK	
13	01-13-97 - 05-30-97	1725 ITEM 6
	CERTIFIED COPIES BRANCH	
14	01-02-97 - 01-11-97	1725 ITEM 6
15	01-13-97 - 01-22-97	"
16	01-23-97 - 01-31-97	"
17	02-01-97 - 02-11-97	"
18	02-12-97 - 02-22-97	"
19	02-24-97 - 03-04-97	"
20	03-05-97 - 03-13-97	"
21	03-14-97 - 03-24-97	"

July 2000

1725 ITEM 6
"
"
"
"
"
"
"
"
"
"
"

July 2000

1725 ITEM 6
"
"
"
"
"
"
"

Disposed State

CONTINUED NEXT PAGE

BOX NUMBER	DESCRIPTION OF RECORDS	DISPOSAL AUTHORITY
CERTIFIED COPIES BRANCH		
22	03-25-97 - 04-02-97	1725 ITEM 6
23	04-03-97 - 04-12-97	"
24	04-14-97 - 04-22-97	"
25	04-23-97 - 05-02-97	"
26	05-03-97 - 05-14-97	"
27	05-15-97 - 05-24-97	"
EXPRESS CERTIFIEDS		
28	01-02-97 - 01-22 97	1725 ITEM 6
29	01-23-97 - 02-11-97	"
30	02-12-97 - 03-04-97	"
31	03-05-97 - 03-24-97	"
32	03-25-97 - 04-12-97	"

*July 2000**July 2000*

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DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 709-1373)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY <u>MVA</u>	ACCESSION NO. <u>98W877</u>	DATE REC'D <u>6-2-98</u>
DIVISION/UNIT <u>F+STARIS Room 217</u>		FM CODE <u>26-02-13</u>
MAILING ADDRESS <u>6601 Ritchie Hwy Glen Burnie, MD 21062</u>	LOCATION RANGE SECTION(S) <u>26 21-22</u>	NO. OF CU. FT. <u>17</u>
PHONE NO. <u>410-768-7099</u>	RECORDS CENTER MANAGER	
AGENCY OFFICIAL <u>PAT EVANS</u>	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	4-24-97, 4-25-97	1725 Item 6 DISPOSAL DATE JULY 2000 Disposal still...
2	4-25-97, 4-29-97 (20-12W)	
3	4-29-97 (01D-25B) - 4-30-97	
4	5-1-97, 5-2-97 (01D-15F)	
5	5-2-97 (160-12W), 5-5-97	
6	5-6-97, 5-7-97	
7	5-8-97, 5-9-97	
8	5-12-97, 5-13-97	
9	5-14-97, 5-13-97	
10	5-14-97, 5-19-97	
11	5-20-97, 5-21-97	
12	5-22-97, 5-23-97	
13	5-27-97, 5-28-97	
14	5-29-97, 5-30-97 (01D-13B)	
15	5-30-97 (15E-12W) 6-2-97 (01D-25B)	
16	6-2-97 (120-12W), 6-3-97	
17	6-4-97, 6-5-97	

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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. Motor vehicle Administration		ACCESSION NO. 99W177	DATE REC'D 9-29-98
B. DIVISION/UNIT Accounting and Financial Systems			RM CODE 26-02-13
C. MAILING ADDRESS 6601 Ritchie Highway NE Room 220 Glen Burnie MD 21062		LOCATION RANGE SECTION(S) 155 4-5	NO. OF CU. FT. 32
D. PHONE NO. 410-424-3080		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John Reisinger Accounts Payable Manager Accounting and Financial Systems		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
32	Refund Backup List #32 7/1/98	1725 Item ^y Jan 2003 No. 3, 5414 DISPOSAL 11/15/03 LJS
33	#33 7/2/98	
34	#34 7/6/98	
35	#35 7/7/98	
36	#36 7/8/98	
36A	#36A 7/8/98	
37	#37 7/9/98	
37A	#37A 7/9/98	
38	#38 7/10/98	
38A	#38A 7/10/98	
39	#39 7/13/98	
39A	#39A 7/13/98	
40	#40 7/14/98	
40A	#40A 7/14/98	
41	#41 7/15/98	
41A	#41A 7/15/98	
42	#42 7/16/98	
43	#43 7/17/98	
43A	#43A 7/17/98	
44	#44 7/20/98	
44A	#44A 7/20/98	
45	#45 7/21/98	
46	#46 7/22/98	
47	#47 7/23/98	
48	#48 7/24/98	
49	#49 7/27/98	
49A	#49A 7/27/98	
50	#50 7/28/98	
51	#51 7/29/98	
52	#52 7/30/98	
53	#53 7/31/98	
53A	#53A 7/31/98	

E ✓

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Motor Vehicle Administration		ACCESSION NO. 99W178	DATE REC'D. 9-29-98
B. DIVISION/UNIT Accounting and Financial Systems			RM CODE 26.02.13
C. MAILING ADDRESS 6601 Ritchie Highway N:E; Room 220 Glen Burnie MD 21062		LOCATION RANGE SECTION(S) 155 5-8	NO. OF CU. FT. 73
D. PHONE NO. 410-424-3080		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John Reisinger—Accounts Payable Manager Accounting and Financial Systems		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 ✓	Refund Backup List #1-9/15/97	1725, Item 3 Jan. 2002 <i>DISPOSAL</i> <i>8/5/03</i> <i>LJS</i>
2 ✓	#2-9/16/97	
3 ✓	#3-9/17/97	
4 ✓	#4-9/18/97	
5 ✓	#5-9/19/97	
6 ✓	#6-9/22/97	
7 ✓	#7-9/23/97	
8 ✓	#8-9/24/97	
9 ✓	#9-9/25/97	
10 ✓	#10-9/26/97	
11 ✓	#11-9/29/97	
12 ✓	#12-9/30/97	
13 ✓	#13-10/1/97	
14 ✓	#14-10/2/97	
15 ✓	#15-10/3/97	
16 ✓	#16-10/6/97	
17 ✓	#17-10/7/97	
18 ✓	#18-10/8/97	
19 ✓	#19-10/9/97	
20 ✓	#20-10/10/97	
21 ✓	#21-10/14/97	
22 ✓	#22-10/15/97	
23 ✓	#23-10/16/97	
24 ✓	#24-10/17/97	
25 ✓	#25-10/20/97	
26 ✓	#26-10/21/97	
27 ✓	#27-10/22/97	
28 ✓	#28-10/23/97	
29 ✓	#29-10/24/97	
30 ✓	#30-10/27/97	
31 ✓	#31-10/28/97	
32 ✓	#32-10/29/97	

BOX
NUMBERS

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

ITEM NUMBER

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	ITEM NUMBER
33 ✓	#33-10/30/97	
34 ✓	#34-10/31/97	
35 ✓	#35-11/3/97	
36 ✓	#36-11/4/97	
37 ✓	#37-11/5/97	
38 ✓	#38-11/6/97	
39 ✓	#39-11/7/97	
40 ✓	#40-11/10/97	
41 ✓	#41-11/12/97	
42 ✓	#42-11/13/97	
43	#43-11/14/97	
44	#44-11/17/97	
45	#45-11/18/97	
46 ✓	#46-11/19/97	
47 ✓	#47-11/20/97	
48 ✓	#48-11/21/97	
49 ✓	#49-11/24/97	
50 ✓	#50-11/25/97	
51 ✓	#51-11/26/97	
52 ✓	#52-11/28/97	
53 ✓	#53-12/1/97	
54 ✓	#54-12/2/97	
55 ✓	#55-12/3/97	
56 ✓	#56-12/4/97	
57 ✓	#57-12/5/97	
58 ✓	#58-12/8/97	
59 ✓	#59-12/9/97	
60 ✓	#60-12/10/97	
61 ✓	#61-12/11/97	
62 ✓	#62-12/12/97	
63 ✓	#63-12/15/97	
64 ✓	#64-12/16/97	
65 ✓	#65-12/17/97	
66 ✓	#66-12/18/97	
67	#67-12/19/97	
68	#68-12/22/97	
69	#69-12/23/97	
70	#70-12/24/97	
71	#71-12/29/97	
72	#72-12/30/97	
73	#73-12/31/97	

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
1. Motor Vehicle Administration		00W481	10-13-99
B. DIVISION/UNIT			RM CODE
Accounting and Financial Systems			26.02.13
C. MAILING ADDRESS		LOCATION	
6601 Ritchie Highway N.E.		RANGE	SECTION(S)
Room 220		59	8-11
Glen Burnie MD 21062			NO. OF CU. FT.
			116
D. PHONE NO.		RECORDS CENTER MANAGER	
410-768-7480			
E. AGENCY OFFICIAL		TO BE COMPLETED AT	
John Reisinger Accounts Payable Manager		STATE RECORDS MANAGEMENT CENTER	
Accounting and Financial Systems			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Refund Backup List 8/3/98.	1725 Item 3. <i>July 2003</i>
1A	8/3/98	" "
2	8/4/98	" "
3	8/5/98	" "
4	8/6/98	" "
5	8/7/98	" "
6	8/10/98	" "
6A	8/10/98	" "
7	8/11/98	" "
8	8/12/98	" "
9	8/13/98	" "
10	8/14/98	" "
11	8/17/98	" "
12	8/18/98	" "
13	8/19/98	" "
14	8/20/98	" "
15	8/21/98	" "
16	8/24/98	" "
16A	8/24/98	" "
17	8/25/98	" "
18	8/26/98	" "
18A	8/26/98	" "
19	8/27/98	" "
19A	8/27/98	" "
20	8/28/98	" "
21	8/31/98	" "
21A	8/31/98	" "
22	9/1/98	" "
23	9/2/98	" "
23A	9/2/98	" "
24	9/3/98	" "

DISPOSAL
4/13/03
LS

BOX
NUMBERS

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

ITEM NUMBER

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	ITEM NUMBER
25	Refund Backup List 9/4/98	1725 Item 3
26	9/8/98	"
26A	9/8/98	"
27	9/9/98	"
28	9/10/98	"
29	9/11/98	"
30	9/14/98	"
31	9/15/98	"
32	9/16/98	"
33	9/17/98	"
34	9/18/98	"
35	9/21/98	"
36	9/22/98	"
37	9/23/98	"
38	9/24/98	"
39	9/25/98	"
40	9/28/98	"
41	9/29/98	"
42	9/30/98	"
43	10/01/98	"
44	10/02/98	"
45	10/05/98	"
46	10/06/98	"
47	10/07/98	"
48	10/08/98	"
49	10/09/98	"
50	10/13/98	"
51	10/14/98	"
52	10/15/98	"
53	10/16/98	"
54	10/19/98	"
55	10/20/98	"
56	10/21/98	"
57	10/22/98	"
58	10/23/98	"
59	10/26/98	"
60	10/27/98	"
61	10/28/98	"
62	10/29/98	"
63	10/30/98	"
64	11/02/98	"
65	11/04/98	"
66	11/05/98	"
67	11/06/98	"
68	11/09/98	"
69	11/10/98	"
70	11/12/98	"
71	11/13/98	"
72	11/16/98	"
73	11/17/98	"
74	11/18/98	"
75	11/19/98	"
76	11/20/98	"
7	11/23/98	"
78	11/24/98	"
79	11/25/98	"
80	11/27/98	"

BOX
NUMBERS

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

ITEM NUMBER

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	ITEM NUMBER
81	Refund Backup List 11/30/98	"
82	12/02/98	"
83	12/02/98	"
84	12/03/98	"
85	12/04/98	"
86	12/07/98	"
87	12/08/98	"
88	12/09/98	"
89	12/10/98	"
90	12/11/98	"
91	12/14/98	"
91A	12/14/98	"
91B	12/14/98	"
92	12/15/98	"
93	12/16/98	"
94	12/17/98	"
95	12/18/98	"
96	12/19/98	"
96A	12/19/98	"
96B	12/19/98	"
97	12/22/98	"
98	12/23/98	"
99	12/24/98	"
100	12/28/98	"
101	12/29/98	"
101A	12/29/98	"
102	12/30/98	"
103	12/31/98	"

R59
38-11

59 SPACES

11-12

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 273, JERICHO, MD. 20734 (TELEPHONE - 799-1373)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

3

A. AGENCY 29 01 03 01 Motor Vehicle Administration Information System Center		ACCESSION NO. 95W1279	DATE RECEIVED 4-5-95
B. DIVISION/UNIT Technical Services Division			FORM CODE 26.02.14
C. MAILING ADDRESS One Orchard Road Glen Burnie, Md 21060		LOCATION RANGE SECTION(S) 35 16	NO. OF CU. FT. 3
D. PHONE NO. 410-768-7546 2-23-95		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL William A. Stemmer		TO BE 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 3	Yellow Copies ISC Time sheets (FY91-94) Jan. 91 - Jan. 94	985-11 JAN. 1999 <i>Disposal</i> <i>9/03</i>

1-5 E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Motor Vehicle Administration		ACCESSION NO. 02W270	DATE REC'D 11-5-01
B. DIVISION/UNIT INSURANCE COMPLIANCE DIVISION			RM CODE 26.02.16
C. MAILING ADDRESS 6601 RITCHIE Highway N. E., ROOM 140 GLEN BURNIE, MD 21062		LOCATION RANGE SECTION(S) 161 8-13	NO. OF CU. FT. 206
D. PHONE NO. 410-768-7486		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Robert Dodson, ICD Manager INSURANCE COMPLIANCE DIVISION		TO BE COMPLETED AT RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATES
1 99-1	10-13-99	
2 99-2	8-99	
3 99-3	8-14-99	
4 99-4	6-99	
5 99-5	6-99	
6 99-6	4-99	
7 99-7	3-99	
8 99-8	6-99	
9 99-9	4-99	
10 99-10	3-99	
11 99-11	8-99	
12 99-12	7-99	
13 99-13	6-99	
14 99-14	1-99 - 3-99	
15 99-15	1-99 - 3-99	
16 99-16	7-99	
17 99-17	7-99	
18 99-18	5-99	
19 99-19	5-30-99	
20 99-20	1-30-99	
21 99-21	5-99	
22 99-22	8-99	
23 99-23	6-99	
24 99-24	7-99	
25 99-25	10-99	
26 99-26	10-99	
27 99-27	10-99	
28 99-28	5-99	
29 99-29	8-99	
30 99-30	5-99	

CLOSED CIPS CASES

1016
Item 6
1016-6
1-3-03
7/2003

INSURANCE COMPLIANCE DIVISION

PAGE 3 of 5

2. BOX NUMBERS	3 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATES
99-81	11-4-99	
99-82	4-99	
99-83	12-1-99	
99-84	2-99	
99-85	1-99 11-2-99	
99-86	12-6-99	
99-87	1-99	
99-88	5-99	
99-89	11-99	
99-90	12-99	
99-91	7-99	
99-92	10-30-99	
99-93	7-99	
99-94	12-3-99	
99-95	12-3-99	
99-96	2-99	
99-97	12-3-99	
99-98	4-99	
99-99	12-3-99	
99-100	4-99	
99-101	5-99	
99-102	12-1-99	
99-103	5-99	
99-104	12-13-99	
99-105	12-99	
99-106	11-99	
99-107	12-8-99	
99-108	12-99	
99-109	12-21-99	
99-110	12-16-99	
99-111	12-99	
99-112	12-99	
99-113	12-6-99	
99-114	12-21-99	
99-115	12-99	
99-116	12-15-99	
99-117	12-99	
99-118	12-16-99	
99-119	12-99	
99-120	1-99	
99-121	4-99	
99-122	6-99	
99-123	4-99	
99-124	6-99	
99-125	7-99	
99-126	4-99	
99-127	7-99	
99-128	7-99	
99-129	7-99	

CLOSED CIPAS CASES

1016-6 1-1-03

INSURANCE COMPLIANCE DIVISION

PAGE 4 of 5

2. BOX NUMBERS	3 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATES
99-130	5-99	
99-131	1-99	
99-132	7-99	
99-133	10-99 10-99	
99-134	10-22-99	
99-135	10-29-99	
99-136	10-21-99	
99-137	10-21-99	
99-138	10-21-99	
99-139	10-4-99	
99-140	10-21-99	
99-141	10-28-99	
99-142	10-5-99	
99-143	10-5-99	
99-144	10-6-99	
99-145	8-99	
99-146	10-27-99	
99-147	10-5-99	
99-148	5-99	
99-149	10-27-99	
99-150	10-99	
99-151	8-99	
99-152	11-2-99	
99-153	10-2-99	
99-154	9-29-99	
99-155	9-29-99	
99-156	10-21-99	
99-157	12-17-99	
99-158	12-28-99	
99-159	12-20-99	
99-160	12-22-99	
99-161	12-99	
99-162	12-99	
99-163	12-22-99	
99-164	12-29-99	
99-165	12-30-99	
99-166	12-29-99	
99-167	11-99	
99-168	11-99	
99-169	11-99	
99-170	11-99	
99-171	11-30-99	
99-172	11-99	
99-173	11-99	
99-174	11-16-17-99	
99-175	7-99	
99-176	9-99	
99-177	9-99	
99-178	12-9-99	

Closed CIPs Cases

10/16-6 1-1-03

INSURANCE COMPLIANCE DIVISION

PAGE 5 OF 5

2. BOX NUMBERS	3 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATES
99-179	8-99	<div style="transform: rotate(-45deg); font-size: 2em; font-weight: bold;"> 10/6-6 1-1-03 </div>
99-180	9-99	
99-181	11-99	
99-182	11-99	
99-183	11-6-99	
99-184	9-99	
99-185	8-99	
99-186	11-15-99	
99-187	8-99	
99-188	8-99	
99-189	8-99	
99-190	9-99	
99-191	11-26-99	
99-192	12-1-99	
99-193	11-99	
99-194	11-18-99	
99-195	11-27-99	
99-196	8-99	
99-197	6-99	
99-198	8-99	
99-199	8-99	
99-200	8-99	
99-201	8-99	
99-202	11-19-99	
99-203	11-17-99	
99-204	11-9-99	
99-205	9-99	
99-206	9-99	
99-207		
99-208		
99-209		
99-210		

Close CIPs CASES

EV
loc 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		ACCESSION NO. 02W273	DATE REC'D 11-5-01
1. Motor Vehicle Administration			RM CODE 26.02.16
B. DIVISION/UNIT INSURANCE COMPLIANCE DIVISION		LOCATION RANGE SECTION(S) 114 16	NO. OF CU. FT. 9
C. MAILING ADDRESS 6601 RITCHIE Highway N. E., ROOM 140 GLEN BURNIE, MD 21062			RECORDS CENTER MANAGER
D. PHONE NO. 410-768-7486		TO BE COMPLETED AT RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL Robert Dodson, ICD Manager INSURANCE COMPLIANCE DIVISION			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATES	
198-B-1	12-98 CIPS	CLOSED CIPS CASES 1016 14m 6 1016-6 1-1-02	
298-B-2	10-98		
398-B-3	9-98		
498-B-4	10-98		
598-B-5	11/12/98		
698-B-6	11-98		
798-B-7	12-98		
898-B-8	11, 12 - 98		
998-B-9	11-98		
10		Disposal 8/03	
11			
12			
13			
14			
15			
16			
17			
18			
19			
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21			
22			
23			
24			
25			
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RECORDS TRANSMITTAL AND RECEIPT

16

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 72.0 26.03.02 SHA		ACCESSION NO. 93W1707	DATE REC'D 6-9-93
B. DIVISION/UNIT Construction Inspection Division			RM CODE 26.03.02
C. MAILING ADDRESS 707 N. Calvert Street Baltimore, MD 21202		LOCATION RANGE SECTION(S) 123 29-30	NO. OF CU. FT. 30
D. PHONE NO. 333-1525		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Richard Weddle <i>RW</i> Assistant Chief, CID		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
615 thru 644	Construction Project Files - 1992-93	Sch # 162 1539 Item #1-A 3 Item #2- 7/03 <i>DISPOSAL</i> 3-11-04	

R-123
S-29-30

12 empties
S-30

E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. State Highway Administration 707 N. Calvert Street Baltimore, Maryland 21201		Accession No. 96W1437	Date Rec'd 5-6-96
B. Division/Unit Highway Design Division		Location Range Section(s) 8 25	RM Code 26.03.03
C. Mailing Address 707 N. Calvert Street Mail Stop C102			No. of Cu. Ft. 5
D. Phone No. (410) 545-8810		Records Center Manager	
E. Agency Official Mike Mariella		To Be 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	Time Cards 1995 A-E	1784/3
11	Time Cards 1995 F-K	1999
12	Time Cards 1995 L-P	↓
13	Time Cards 1995 R-T	1/01
14	Time Cards 1995 U-Z	DISPOSAL 11/13/03 LJS

E ✓

J

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. State Highway Administration		Accession No. 96W1446	Date Rec'd 5-6-96
B. Division/Unit Highway Design / Jordan		Location Range Section(s) 26 27	RM Code 26-03.03
C. Mailing Address 707 N. Calvert St. Baltimore, MD 21202		No. of Cu. Ft. 4	
D. Phone No. (410) 545-8823		Records Center Manager	
E. Agency Official Mike Mariella / Barb Solberg		To Be 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	H 656 - - 471 Correspondence 1973 - 1989 H 656 - 202-471 Correspondence 1-1-90/12-91 H 656 - 502 - 471 Bid Analysis Report H 656 - 502 - 471 PSE & Estimate H 656 - 502 - 471 Approved Addendum No. 2 & No. 3 H 656 - 502 - 471 Preliminary Engineer's Estimates	1784/1 7/1999 ↓ 7/00 DISPOSAL 10/14/03 LJB
#2	H 656 - 502 - 471 (MD 22) • RDS Computer Files • 1/2 Size Advertised Plans • Proposed Utility Relocations • Hydraulic Comments	
#3	H 656 - 502 - 471 (MD 22) • Wetland Delineation Report by Harms • Natural Environmental Inventory & Analysis Report • Draft Phase I Arch. Report • Public Hearing Transcript • Draft EIS • Combined Location/Design Public Hearing Brochure • Moores Mill Rd. Traffic & Access Study For Ha. Co. • IFB (2 Copies) w/ Addendum 4 • Copies of Survey Books	

J

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. <i>State Highway Administration</i>	Accession No.	Date Rec'd
		RM Code
B. Division/Unit <i>Highway Design / Jordan</i>	Location Range Section(s)	No. of Cu. Ft.
C. Mailing Address <i>707 N. Calvert St. Baltimore, MD 21202</i>		
D. Phone No. <i>(410) 545-8823</i>	Records Center Manager	
E. Agency Official <i>Mike Mariella / Barb Solberg</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
# 4	<ul style="list-style-type: none"> • Churchville By-Pass Survey Books • H 656-502-471: Greenbriar Village Center Traffic Analysis by The Traffic Group • H 656-203-471 Northern Churchville Bypass Correspondence 1/1/90 - 1/91 • MD 22 Survey Coordinates: T/L Property Lines • H 656-502-471: Approved IFB-CA • CTP Updates • Churchville By-Pass: Final Environ. Effects Report (FEER) 	1784/1 7/1999 ↓

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. STATE HIGHWAY ADMINISTRATION		Accession No. 96W1449	Date Rec'd 5-6-96
B. Division/Unit HIGHWAY DESIGN DIVISION / JORDAN		Location Range Section(s) 14 11	RM Code 26.03.03
C. Mailing Address 707 N. CALVERT ST BALTIMORE, MD 21202		Records Center Manager	No. of Cu. Ft. 1
D. Phone No. (410) 545-8824		To Be Completed At State Records Management Center	
E. Agency Official MIKE MARIELLA / LISA CHOPIN			
2. Box Numbers	3. Description of Records with inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date	
30	MD 32 HO 759-509-770 Correspondence Bw Pkwy / MD 197 Correspondence	1784/1 10/2002 1/03 DISPOSAL 11/13/03 LJS	

26.03.05	MDOT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
State Highway Administration Office of Finance			
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.				
85W454	Federal Aid Billing	1807	4	11/1983 - 12/1983	1	7/2003	RECYCLE
90W805	Journal Entry Backups / Suspense	1649	6, 4	1/1989 - 6/1989	6	7/2003	RECYCLE
91W201	Journal Entry Proof List / Trial Balances	1644	8, 5	12/1988 - 6/1989	4	7/2003	RECYCLE
91W261	General Ledger	858	2	FY 1990	10	7/2003	RECYCLE
92W351	Journal Entry Proof List	1649	8	7/1990 - FY 1991	2	7/2003	RECYCLE
92W352	Suspense Listing	1649	4	7/1990 - FY 1991	4	7/2003	RECYCLE
92W355	Suspense Listing	1649	4	FY 1991	4	7/2003	RECYCLE
92W356	Journal Entry Proof List	1649	8	FY 1991	1	7/2003	RECYCLE
92W442	Journal Entries Backup	858	13	1/1991 - 6/1991	1	7/2003	RECYCLE
94W188	Trial Balances / Journal Entry Proof List / Suspense	1649	5, 8, 4	1992	4	7/2003	RECYCLE
94W189	Schedule of PON Code Changes	1649	9	FY 1991 - FY 1992	2	7/2003	RECYCLE
95W1463	Journal Entry Back-up	1649	6	FY 1992	5	7/2003	RECYCLE
95W1677	Payroll Journals & Gross Deduction Pay	1813	7	8/1994 - 12/1994	3	1/2002	RECYCLE
96W556	Journal Entry Backup	1649	6	2/1992 - 4/1992	2	7/2003	RECYCLE
96W853	Biweekly Time Cards	1813	14	9/1995 - 11/1995	24	7/2003	RECYCLE
96W1140	Biweekly Time Cards	1813	14	11/1995 - 1/1996	40	7/2003	RECYCLE
96W1509	Payroll Journals & Gross Deduction	1813	7	12/1995 - 1/1996	3	7/2003	RECYCLE
97W131	Payroll Journal & Gross Deduction	1813	7	1/1996 - 4/1996	8	7/2003	RECYCLE
97W543	Payroll Journal	1813	7	3/1996 - 6/1996	17	7/2003	RECYCLE
97W545	Payroll Journal & Check Register	1813	7	4/1996 - 6/1996	1	7/2003	RECYCLE
02W708	Vouchers	1809	1	1998	44	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 TRANSFERRAL

AND RECEIPT

26.03.05

Complete at State Records Center

Accession No.

85W454

Date Received

1-18-85
10/31/84

From: (Name, Division, Address or Agency)

STATE HIGHWAY ADMINISTRATION
707 N. CALVERT STREET, BALTIMORE MD

Signature

Title

Building and Room

ROOM 200

3. Phone

659-1442

4. To: State Records Center

WATERLOO

Signature: (Agency Official)

William A. Bennett

6. No. of Co.Pt.

1

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-12 S-4	✓ 1	FEDERAL AID BILLING 12/83 - 11/83 <i>Disposal 3-5-04</i>	1807 907-4 6-03 7/03

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 90W805	DATE RECEIVED 2-1-90
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 7	LOCATION SECTIONS 12
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 6	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

- | | |
|---|--|
| 1 | JOURNAL ENTRY BACKUPS JUNE 89 |
| 2 | JOURNAL ENTRY BACKUPS JAN, FEB, MARCH 89 |
| 3 | SUSPENSE JAN, FEB. 89 |
| 4 | SUSPENSE MARCH, APRIL 89 |
| 5 | PDN CODES JAN 89 TO JUNE 89 |
| 6 | JOURNAL ENTRY BACKUPS APRIL AND MAY 89 |

1022-76	7/99
1022-76	7/99
1022-4	7/99
1022-4	7/99
1022-9	7/99
1022-76	7/99

7/00
7/2002
7/03

DISPOSAL
3/5/04
CJR

RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 91W201	DATE RECEIVED 8-24-90
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 115	LOCATION SECTIONS 15
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 4	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

- 1 ✓ JOURNAL ENTRY PROOF LIST DEC 88 TO MAY 89
- 2 ✓ TRIAL BALANCES JAN 89 TO APRIL 89
- 3 ✓ TRIAL BALANCES MAY 89 TO JUNE 89
- 4 ✓ SUSPENSE RUN 5/89 TO 6/89

1649
~~1022-8~~ 7/99
~~1022-5~~ 7/99
~~1022-5~~ 7/99
~~1022-4~~ 7/99

2/00
 7/02
 7/03

DISPOSAL
 3-8-07

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 91W261	DATE RECEIVED 9-25-90
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 2	LOCATION SECTIONS 28
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 10	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1 ✓	GENERAL LEDGER 7/01/89 TO 6/30/90 OAS 30692 BY PROJECT	858-2	7/2000
2 ✓	GENERAL LEDGER 7/01/89 TO 6/30/90 OAS 30692 BY PROJECT	858-2	7/2000
3 ✓	GENERAL LEDGER 7/01/89 TO 6/30/90 OAS 30692 BY ACCOUNT	858-2	7/2000
4 ✓	GENERAL LEDGER 7/01/89 TO 6/30/90 OAS 30692 BY ACCOUNT	858-2	7/2000
5 ✓	GENERAL LEDGER 7/01/89 TO 6/30/90 OAS 30691 TO OBJECT 513114	858-2	7/2000
6 ✓	GENERAL LEDGER 7/01/89 TO 6/30/90 OAS 30691 TO OBJECT 5130195	858-2	7/2000
7 ✓	GENERAL LEDGER 7/01/89 TO 6/30/90 TSO 30691-30692 BY ACCTS	858-2	7/2000
8 ✓	GENERAL LEDGER 7/01/89 TO 6/30/90 SRA 30691-30692 BY ACCTS AND 30692 B	858-2	7/2000
9 ✓	PROJECTS		
10 ✓	TRANS. REV., OAS, TSO, OASF, OASM, O.R. BY PROJECT 30692, 30691 AND OB	858-2	7/2000
11 ✓	JOURNAL ENTRIES 12/89 TO 6/90	858-13	7/2000

~~7/02~~
7/03

DISPOSAL
3/4/04
DS

R-2

S-28

2 Emptyies

S-28

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration	ACCESSION NO. Q2W351	DATE RECEIVED 10-1-91
B. DIVISION / UNIT Office of Finance and Program Management		RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202	RANGE LOCATION SECTIONS 35 22	NO. OF CU. FT. 2
D. PHONE NO. 333-1447 Baltimore, Md. 21202	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
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1 ✓ JOURNAL ENTRY PROFF LIST 7/90, 8/90 & 9/90 F/Y 91
 2 ✓ JOURNAL ENTRY PROFF LIST 10/90, 11/90 & 12/90 F/Y 91

1649.
~~1022-8~~ 1/2000
~~1022-8~~ 1/2000
 1/01
 7/03

DISPOSAL
3/19/04
LS

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 92W352		DATE RECEIVED 10-1-91	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE 26.03.05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION RANGE 35 SECTIONS 22		NO. OF CU. FT. 4	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

- 1. ✓ SUSPENSE LISTING 7/90 & 8/90 F/Y 91
- 2. ✓ SUSPENSE LISTING 9/90 & 10/90 F/Y 91
- 3. ✓ SUSPENSE LISTING 11/90 F/Y 1991
- 4. ✓ SUSPENSE LISTING 12/90 F/Y 1991

- 1649
1022-4 1/2000
- 1022-4 1/2000
- 1022-4 1/2000
- 1022-4 1/2000

401
~~401~~
 7/03

DISPOSAL
 3/19/04
 [Signature]

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 92W355	DATE RECEIVED 10-1-91
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 47	LOCATION SECTIONS. 19
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 4	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

- 1 ✓ SUSPENSE LISTING 1/91 & 2/91 F/Y 91
- 2 ✓ SUSPENSE LISTING 3/91 & 4/91 F/Y 91 PAYROLL ONLY
- 3 ✓ SUSPENSE LISTING 4/91, 5/91 & 6/91 F/Y 91
- 4 ✓ SUSPENSE LISTING 6/91 ALL OTHER SOURCES

1022-4	7/2001
1022-4	7/2001
1022-4	7/2001
1022-4	7/2001

1649-
~~7/02~~
~~7/03~~

*DISPOSAL
3-5-04*

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 92W356		DATE RECEIVED 10-1-91	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE 26-03.05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION RANGE 32		SECTIONS 31	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		NO. OF CU. FT. 1	
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)			

JOURNAL ENTRY PROOF LIST 1/91, 2/91 & 3/91 F/Y 91

~~1649~~
~~1022-8~~

~~772001~~
7/02
~~7/04~~
7/03

Disposal
3-5-04

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 92W442		DATE RECEIVED 10-25-91
B. DIVISION / UNIT Office of Finance and Program Management		RANGE 36		RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS 33	NO. OF CU. FT. 1	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

1 ✓ | JOURNAL ENTRIES BACKUP 1/91 TO 6/91

858-13

7/2001

7/03

Disposal
7/19/01
[Signature]

RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 94W188	DATE RECEIVED 8-11-93
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26-03-05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 140	LOCATION SECTIONS 22
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 4	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

- 1 ✓ TRIAL BALANCES EVR 34 & 35 JAN - APRIL 92
- 2 ✓ JOURNAL ENTRY PROOF LIST JAN - MARCH 92
- 3 ✓ JOURNAL ENTRY PROOF LIST APRIL 92
- 4 ✓ SUSPENSE LISTING EVR 06 JAN - FEB 92 ALL SUSPENSE

1649
~~1022-5~~ 7/2002
~~1022-8~~ 7/2002
~~1022-8~~ 7/2002
~~1022-4~~ 7/2002
7/03

DISPOSED
3-11-64

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P. O. BOX 275, JESSUP, MD. 20794
 TELEPHONE - 799-13791

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 94W189	DATE RECEIVED 8-11-93
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 140	LOCATION SECTIONS 22
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 2	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1 ✓ SCHEDULE OF PDM CODE CHANGES APRIL - JUNE FY 91 MARCH FY 92
 2 ✓ SCHEDULE OF PDM CODE CHANGES JULY 91 FY 92

1649
~~1022-9~~ 7/2002
~~1022-9~~ 7/2002

Disposal
3-11-04

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 95W1R463	DATE RECEIVED 5-8-95
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 18	LOCATION SECTIONS 31
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 5	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	JOURNAL ENTRY BACK-UP FY92 NOV, OCT 1991	1649-6	7/2003
2	JOURNAL ENTRY BACK-UP JULY - SEPT 1991	1649-6	7/2003
3	JOURNAL ENTRY BACK-UP MAY - JUNE 1992	1649-6	7/2003
4	JOURNAL ENTRY BACK-UP FY92 DEC 91 - JAN 92	1649-6	7/2003
5	JOURNAL ENTRY BACK-UP FY92 JUNE 92	1649-6	7/2003

DISPOSAL
3-5-04

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

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

(TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 95W1677	DATE RECEIVED 6-14-95		
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05		
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 141	LOCATION SECTIONS 13	NO. OF CU. FT. 3	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			
1	PAYROLL JOURNALS & GROSS DEDUCTION PAY 23 11/23/94 - 12/06/94	1813 #7 731-11 1/2002			
2	PAYROLL JOURNALS & GROSS DEDUCTION PAY 26 12/07/94 - 12/20/94	731-11 1/2002			
3	PAYROLL JOURNALS PAY 17 08/03/94 - 08/16/94 ✓	731-11 1/2002			

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

1. A. AGENCY State Highway Administration		ACCESSION NO. 96W556	DATE RECEIVED 11-21-95
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 26	LOCATION SECTIONS 24
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 2	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	JOURNAL ENTRY BACKUP FEB - MARCH 1992 ✓	¹⁶⁴⁹ 1002-6	⁰³ 7/2003
2	JOURNAL ENTRY BACKUP MARCH & APRIL 1992 ✓	1002-6	7/2003

DISPOSAL
3-5-04

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
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DIRECTIONS / PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration	ACCESSION NO. 96W853	DATE RECEIVED 1-23-96
B. DIVISION / UNIT Office of Finance and Program Management	RM CODE 26.03.05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202	LOCATION RANGE SECTIONS 34 17	NO. OF CU. FT. 24
D. PHONE NO. 333-1447 Baltimore, Md. 21202	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	BIWEEKLY TIME CARDS PAY 21 RC.10.00 - 61.70 9/27/95 - 10/10/95 BOX 1	1813 #14 731-20 7/2003
2	BIWEEKLY TIME CARDS PAY 21 RC.62.00 - 81.00 9/27/95 - 10/10/95 BOX 2	731-20 7/2003
3	BIWEEKLY TIME CARDS PAY 21 RC.82.00 - 86.00 9/27/95 - 10/10/95 BOX 3	731-20 7/2003
4	BIWEEKLY TIME CARDS PAY 21 RC.87.00 - 91.70 9/27/95 - 10/10/95 BOX 4	731-20 7/2003
5	BIWEEKLY TIME CARDS PAY 21 RC.91.80 - 95.60 9/27/95 - 10/10/95 BOX 54	731-20 7/2003
6	BIWEEKLY TIME CARDS PAY 21 RC.11.10 - 97.64 9/27/95 - 10/10/95 BOX 6	731-20 7/2003
7	BIWEEKLY TIME CARDS PAY 21 RC.98.00 - 98.80 9/27/95 - 10/10/95 BOX 7	731-20 7/2003
8	BIWEEKLY TIME CARDS PAY 21 RC.99.00 - 99.80 9/27/95 - 10/10/95 BOX 8	731-20 7/2003
9	BIWEEKLY TIME CARDS PAY 22 RC.10.00 - 61.70 10/11/95 - 10/24/95 BOX 1	731-20 7/2003
10	BIWEEKLY TIME CARDS PAY 22 RC.62.00 - 81.00 10/11/95 - 10/24/95 BOX 2	731-20 7/2003
11	BIWEEKLY TIME CARDS PAY 22 RC.82.00 - 86.00 10/11/95 - 10/24/95 BOX 3	731-20 7/2003
12	BIWEEKLY TIME CARDS PAY 22 RC.87.00 - 91.70 10/11/95 - 10/24/95 BOX 4	731-20 7/2003
13	BIWEEKLY TIME CARDS PAY 22 RC.91.80 - 95.60 10/11/95 - 10/24/95 BOX 5	731-20 7/2003
14	BIWEEKLY TIME CARDS PAY 22 RC.11.10 - 97.64 10/11/95 - 10/24/95 BOX 6	731-20 7/2003
15	BIWEEKLY TIME CARDS PAY 22 RC.98.00 - 98.80 10/11/95 - 10/24/95 BOX 7	731-20 7/2003
16	BIWEEKLY TIME CARDS PAY 22 RC.99.00 - 99.80 10/11/95 - 10/24/95 BOX 8	731-20 7/2003
17	BIWEEKLY TIME CARDS PAY 23 RC.10.00 - 61.70 10/25/95 - 11/07/95 BOX 1	731-20 7/2003

DISPOSAL
3-5-04

* Missing
Box #21

1118

18	BIWEEKLY TIME CARDS PAY 23 RC.62.00 - 81.00	731-20	7/2003
	10/25/95 - 11/07/95 BOX 2		
19	BIWEEKLY TIME CARDS PAY 23 RC.82.00 - 86.00	731-20	7/2003
	10/25/95 - 11/07/95 BOX 3		
20	BIWEEKLY TIME CARDS PAY 23 RC.87.00 - 91.70	731-20	7/2003
	10/25/95 - 11/07/95 BOX 4		
21	BIWEEKLY TIME CARDS PAY 23 RC.91.80 - 95.60	731-20	7/2003
	10/25/95 - 11/07/95 BOX 5		
22	BIWEEKLY TIME CARDS PAY 23 RC.11.10 - 97.64	731-20	7/2003
	10/25/95 - 11/07/95 BOX 6		
23	BIWEEKLY TIME CARDS PAY 23 RC.98.00 - 98.80	731-20	7/2003
	10/25/95 - 11/07/95 BOX 7		
24	BIWEEKLY TIME CARDS PAY 23 RC.99.00 - 99.80	731-20	7/2003
	10/25/95 - 11/07/95 BOX 8		

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 96W1140	DATE RECEIVED 3-26-96
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 50	LOCATION SECTIONS 34-35
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 40	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	BIWEEKLY TIME CARDS PAY 24 RC.10.00 - 61.07 11/08/95 - 11/21/95 BOX 1	731-20 ^{1813 #14} 7/2003
2	BIWEEKLY TIME CARDS PAY 24 RC.62.00 - 81.00 11/08/95 - 11/21/95 BOX 2	731-20 7/2003
3	BIWEEKLY TIME CARDS PAY 24 RC.82.00 - 86.00 11/08/95 - 11/21/95 BOX 3	731-20 7/2003
4	BIWEEKLY TIME CARDS PAY 24 RC.87.00 - 91.70 11/08/95 - 11/21/95 BOX 4	731-20 7/2003
5	BIWEEKLY TIME CARDS PAY 24 RC.91.80 - 95.60 11/08/95 - 11/21/95 BOX 5	731-20 7/2003
6	BIWEEKLY TIME CARDS PAY 24 RC.11.10 - 92.64 11/08/95 - 11/21/95 BOX 6	731-20 7/2003
7	BIWEEKLY TIME CARDS PAY 24 RC.98.00 - 98.80 11/08/95 - 11/21/95 BOX 7	731-20 7/2003
8	BIWEEKLY TIME CARDS PAY 24 RC.99.00 - 99.80 11/08/95 - 11/21/95 BOX 8	731-20 7/2003
9	BIWEEKLY TIME CARDS PAY 25 RC.10.00 - 61.70 11/22/95 - 12/05/95 BOX 1	731-20 7/2003
10	BIWEEKLY TIME CARDS PAY 25 RC.62.00 - 81.00 11/22/95 - 12/05/95 BOX 2	731-20 7/2003
11	BIWEEKLY TIME CARDS PAY 25 RC.82.00 - 86.00 11/22/95 - 12/05/95 BOX 3	731-20 7/2003
12	BIWEEKLY TIME CARDS PAY 25 RC.87.00 - 91.70 11/22/95 - 12/05/95 BOX 4	731-20 7/2003
13	BIWEEKLY TIME CARDS PAY 25 RC.91.80 - 95.60 11/22/95 - 12/05/95 BOX 5	731-20 7/2003
14	BIWEEKLY TIME CARDS PAY 25 RC.11.10 - 92.64 11/22/95 - 12/05/95 BOX 6	731-20 7/2003
15	BIWEEKLY TIME CARDS PAY 25 RC.98.00 - 98.80 11/22/95 - 12/05/95 BOX 7	731-20 7/2003
16	BIWEEKLY TIME CARDS PAY 25 RC.99.00 - 99.80 11/22/95 - 12/05/95 BOX 8	731-20 7/2003
17	BIWEEKLY TIME CARDS PAY 26 RC.10.00 - 61.70 12/06/95 - 12/19/95 BOX 1	731-20 7/2003

DISPOSAL
3-5-01

18	BIWEEKLY TIME CARDS PAY 26 RC.62.00 - 81.00 12/06/95 - 12/19/95 BOX 2	731-20	7/2003
19	BIWEEKLY TIME CARDS PAY 26 RC.82.00 - 86.00 12/06/95 - 12/19/95 BOX 3	731-20	7/2003
20	BIWEEKLY TIME CARDS PAY 26 RC.87.00 - 91.70 12/06/95 - 12/19/95 BOX 4	731-20	7/2003
21	BIWEEKLY TIME CARDS PAY 26 RC.91.80 - 96.60 12/06/95 - 12/19/95 BOX 5	731-20	7/2003
22	BIWEEKLY TIME CARDS PAY 26 RC.11.10 - 97.64 12/06/95 - 12/19/95 BOX 6	731-20	7/2003
23	BIWEEKLY TIME CARDS PAY 26 RC.98.00 - 98.80 12/06/95 - 12/19/95 BOX 7	731-20	7/2003
24	BIWEEKLY TIME CARDS PAY 26 RC.99.00 - 99.80 12/06/95 - 12/19/95 BOX 8	731-20	7/2003
25	BIWEEKLY TIME CARDS PAY 1 RC.10.00 - 61.70 12/20/95 - 01/02/96 BOX 1	731-20	7/2003
26	BIWEEKLY TIME CARDS PAY 1 RC.62.00 - 81.00 12/20/95 - 01/02/96 BOX 2	731-20	7/2003
27	BIWEEKLY TIME CARDS PAY 1 RC.82.00 - 86.00 12/20/95 - 01/02/96 BOX 3	731-20	7/2003
28	BIWEEKLY TIME CARDS PAY 1 RC.87.00 - 91.70 12/20/95 - 01/02/96 BOX 4	731-20	7/2003
29	BIWEEKLY TIME CARDS PAY 1 RC.91.80 - 96.60 12/20/95 - 01/02/96 BOX 5	731-20	7/2003
30	BIWEEKLY TIME CARDS PAY 1 RC.11.10 - 97.64 12/20/95 - 01/02/96 BOX 6	731-20	7/2003
31	BIWEEKLY TIME CARDS PAY 1 RC.98.00 - 98.80 12/20/95 - 01/02/96 BOX 7	731-20	7/2003
32	BIWEEKLY TIME CARDS PAY 1 RC.99.00 - 99.80 12/20/95 - 01/02/96 BOX 8	731-20	7/2003
33	BIWEEKLY TIME CARDS PAY 2 RC.10.00 - 61.70 01/03/96 - 01/16/96 BOX 1	731-20	7/2003
34	BIWEEKLY TIME CARDS PAY 2 RC.62.00 - 81.00 01/03/96 - 01/16/96 BOX 2	731-20	7/2003
35	BIWEEKLY TIME CARDS PAY 2 RC.82.00 - 86.00 01/03/96 - 01/16/96 BOX 3	731-20	7/2003
36	BIWEEKLY TIME CARDS PAY 2 RC.87.00 - 91.70 01/03/96 - 01/16/96 BOX 4	731-20	7/2003
37	BIWEEKLY TIME CARDS PAY 2 RC.91.80 - 96.60 01/03/96 - 01/16/96 BOX 5	731-20	7/2003
38	BIWEEKLY TIME CARDS PAY 2 RC.11.10 - 97.64 01/03/96 - 01/16/96 BOX 6	731-20	7/2003
39	BIWEEKLY TIME CARDS PAY 2 RC.98.00 - 98.80 01/03/96 - 01/16/96 BOX 7	731-20	7/2003
40	BIWEEKLY TIME CARDS PAY 2 RC.99.00 - 99.80 01/03/96 - 01/16/96 BOX 8	731-20	7/2003

ok E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 96W1509	DATE RECEIVED 5-10-96
B. DIVISION / UNIT Office of Finance and Program Management		RANGE 38	RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS 10	NO. OF CU. FT. 3
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	PAYROLL JOURNALS & GROSS DEDUCTION PAY 1 12/20/95 - 1-02-96	731-11	7/2003
2	PAYROLL JOURNALS & GROSS DEDUCTION PAY 2 1/03/96 - 1/16/96	731-11	7/2003
3	PAYROLL JOURNALS & GROSS DEDUCTION PAY 3 1/19/96 - 1/30/96	731-11	7/2003

#1813
#7

DISPOSAL
3-5-04

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 97W131	DATE RECEIVED 8-15-96		
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26-03-05		
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 411	LOCATION SECTIONS 8	NO. OF CU. FT. 8	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	PAYROLL JOURNAL & GROSS DEDUCTION PAY 4 ✓ 1/31/96 - 2/13/96	1813-7	7/2003
2	PAYROLL JOURNAL & GROSS DEDUCTION PAY 5 ✓ 2/14/96 - 2/27/96	1813-7	7/2003
3	PAYROLL JOURNAL & GROSS DEDUCTION PAY 6 ✓ 2/29/96 - 3/12/96	1813-7	7/2003
4	PAYROLL JOURNAL & GROSS DEDUCTION PAY 7 ✓ 3/13/96 - 3/26/96	1813-7	7/2003
5	PAYROLL JOURNAL & CHECK REGISTER 11/08/95 - 1/02/96	1813-7	7/2003
6	PAYROLL JOURNAL & CHECK REGISTER 1/03/96 - 2/27/96	1813-7	7/2003
7	PAYROLL JOURNAL & CHECK REGISTER 2/28/96 - 4/23/96	1813-7	7/2003
8	CPB CHECK REGISTER 12/20/95 - 1/16/96 PAY ✓ 1 & 2	1813-7	7/2003

Disposal 3-5-03

1176

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 97W543	DATE RECEIVED 11-7-96
B. DIVISION / UNIT Office of Finance and Information Technology			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 102	LOCATION SECTIONS 30
D. PHONE NO. 545-5685 Baltimore, Md. 21202		NO. OF CU. FT. 17	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

✓ 1	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 8 3/27/96 - 4/9/96	1813-7	7/2003
✓ 2	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 9 4/10/96 - 4/23/96	1813-7	7/2003
✓ 3	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 10 4/24/96 - 5/7/96	1813-7	7/2003
✓ 4	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 11 5/8/96 - 5/21/96	1813-7	7/2003
✓ 5	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 12 5/22/96 - 6/4/96	1813-7	7/2003
✓ 6	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 13 6/5/96 - 6/18/96	1813-7	7/2003
✓ 7	CPB CHECK REGISTER PAY 3 1/17/96 - 1/30/96	1813-7	7/2003
✓ 8	CPB CHECK REGISTER PAY 4 1/31/96 - 2/13/96	1813-7	7/2003
✓ 9	CPB CHECK REGISTER PAY 5 2/14/96 - 2/27/96	1813-7	7/2003
✓ 10	CPB CHECK REGISTER PAY 6 2/28/96 - 3/12/96	1813-7	7/2003
✓ 11	CPB CHECK REGISTER PAY 7 3/13/96 - 3/26/96	1813-7	7/2003
✓ 12	CPB CHECK REGISTER PAY 8 3/27/96 - 4/9/96	1813-7	7/2003
✓ 13	CPB CHECK REGISTER PAY 9 4/10/96 - 4/23/96	1813-7	7/2003
✓ 14	CPB CHECK REGISTER PAY 10 4/24/96 - 5/7/96	1813-7	7/2003
✓ 15	CPB CHECK REGISTER PAY 11 5/8/96 - 5/21/96	1813-7	7/2003
✓ 16	CPB CHECK REGISTER PAY 12 5/22/96 - 6/4/96	1813-7	7/2003
✓ 17	CPB CHECK REGISTER PAY 13 6/5/96 - 6/18/96	1813-7	7/2003

Handwritten notes:
 12508A
 3-8-04

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 97W545		DATE RECEIVED 11-7-96	
B. DIVISION / UNIT Office of Finance and Information Technology				RM CODE 26-03-05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 102	LOCATION SECTIONS 30	NO. OF CU. FT. 1	
D. PHONE NO. 545-5685 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1 | PAYROLL JOURNAL & CHECK REGISTER
 | 4/24/96 - 6/18/96

1813-7

7/2003

Disposed
 3-8-04

1219

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. Stat. Highway Administration		ACCESSION NO. 02W708	DATE REC'D 1-25-02
B. DIVISION/UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 N. Calvert St. Balti, MD. 21202		LOCATION RANGE SECTION(S) 59 7-8	NO. OF CU. FT. 44
D. PHONE NO. (410) 545-5697		RECORDS CENTER MANAGER Gabriel Lopez	
E. AGENCY OFFICIAL Rosina Mays		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1.	Vouchers J8005858 to J8005903 1998	Schedule # 1809
2.	Vouchers J8005904 to J8005972 1998	Item # 1
3.	Vouchers J8005981 to J8006053 1998	July 2003
4.	Vouchers J8006054 to J8006087 1998	
5.	Vouchers J8006088 to J8006148 1998	
6.	Vouchers J8006149 to J8006199 1998	
7.	Vouchers J8006201 to J8006243 1998	
8.	Vouchers J8006244 to J8006329 1998	
9.	Voucher J8006333 to J8006408 1998	
10.	Vouchers J8006409 to J8006481 1998	
11.	Voucher J8006482 to J8006529 1998	
12.	Vouchers J8006530 to J8006612 1998	
13.	Vouchers J8006619 to J8006670 1998	
14.	Vouchers J8006671 to J8006752 1998	

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY State Highway Administration		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Office of Finance and Program Management			RM CODE
C. MAILING ADDRESS 2017 N. Calvert St. Balti, MD. 21201		LOCATION RANGE SECTION(S)	NO. OF CU. F.
D. PHONE NO. (410) 545-5697		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
15.	Vouchers J8006753 to J8006818 1998	
16.	Vouchers J8006819 to J8006856 1998	
17.	J8006858 to J8006929 Vouchers 1998	
18.	J Vouchers J8006930 to J8007003 1998	
19.	Vouchers J8007008 to J8007053 1998	
20.	Vouchers J8007054 to J8007100 1998	
21.	Vouchers J8007101 to J8007159 1998	
22.	Vouchers J8007160 to J8007217 1998	
23.	Vouchers J8007222 to J8007277 1998	
24.	Vouchers J8007278 to J8007334 1998	
25.	Vouchers J8007335 to J8007394 1998	
26.	Vouchers J8007396 to J8007469 1998	
27.	Vouchers J8007472 to J8007503 1998	
28.	Vouchers J8007504 to J8007561 1998	

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY State Highway Administration		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Office of Finance and Program Management			RM CODE
C. MAILING ADDRESS 717 N. Calvert St. Balt., MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 545-5697		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
29.	Vouchers J8007542 to J8007631 1998	
30.	Voucher J8007633 to J8007691 1998	
31.	Vouchers J8007692 to J8007757 1998	
32.	Vouchers J8007761 to J8007816 1998	
33.	Vouchers J8007817 to J8007880 1998	
34.	Vouchers J8007881 to J8007953 1998	
35.	Vouchers J8007954 to J8008010 1998	
36.	Vouchers J8008011 to J8008071 1998	
37.	Vouchers J8008073 to J8008128 1998	
38.	Vouchers J8008129 to J8008209 1998	
39.	Vouchers J8008210 to J8008241 1998	
40.	Vouchers J8008245 to J8008291 1998	
41.	Vouchers J8008292 to J8008354 1998	
42.	Vouchers J8008355 to J8008399 1998	

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>State Highway Administration</i>		ACCESSION NO.		DATE REC'D	
B. DIVISION/UNIT <i>Office of Finance and Program Management</i>				RM CODE	
C. MAILING ADDRESS <i>707 N. Calvert St Balti, MD. 21201</i>		LOCATION RANGE SECTION(S)		NO. OF CU. FT.	
D. PHONE NO. <i>(410) 545-5697</i>		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
<i>43</i>	<i>Vouchers 58008400 to 58008437 1994</i>	
<i>44</i>	<i>Vouchers 58008456 to 58008481 1995</i>	
<i>45</i>	<i>Vouchers 5800</i>	

R-59

8-7-8

(38 BOXES MISSING)

26.03.08.01 MDOT
Reporting Agency
State Highway Administration Employer / Employee Relations Division
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.				
01W492	Grievance Appeals, Suspensions Appeals and Discharge Appeals	1822	16, 17, 18	1994 - 1995	3	1/2003	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
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DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. State Highway Administration	Accession No. 01W492	Date Rec'd 12-7-00 RM Code 26-03-08-01
B. Division/Unit Employer/Employee Relations Division	Location Range Section(s) 8 26	No. of Cu. Ft. 3
C. Mailing Address 707 N. Calvert, Room 608, Baltimore, MD 21202	D. Phone No. 410-545-5563	
E. Agency Official Debbie Fennell	To Be 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	Grievance Appeals, Suspensions Appeals and Discharge Appeals D. Artis, Charges for Removal through R. McFerren G#5-039-94	1822 Item 16, 17, 18 Jan. 2003
Box 2	R. McFerren, Charges for Removal through J. Schmitt 5 Day Suspension	1822 Item 16, 17, 18 Jan. 2003
Box 3	A. Serbeck, G#5-072-94 through A. Williams, G#5-078-95	1822 Item 16, 17, 18 Jan 2003
		DISPOSAL 11/13/03 <i>[Signature]</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. State Highway Administration		ACCESSION NO. 93W1315	DATE REC'D 4-21-93
B. DIVISION/UNIT State Roads Commission			RM CODE 26.03.12
C. MAILING ADDRESS 707 N. Calvert Street, Room 407 Baltimore, MD 21202		LOCATION RANGE SECTION(S) 139 8	NO. OF CU. FT. 1
D. PHONE NO. (410) 333-1208		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Bonnie V. Carter Management Associate		TO BE 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 Authorizations	Sched. No. 909 1542 Item No. 1 Disposal Date: 1/1/2002 DISPOSAL 9/24/03 LJR

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
93W1315	Authorizations	1542	1	1991	1	1/2002	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 31, 2003 Date
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26.03.20	MDOT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
State Highway Administration Administrator's Office			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
98W727	General Correspondence Files	1872	1	1991	16	1/2002	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
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DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE: 410-799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type or Print Clearly All Entries

1. Agency: State Highway Administration	Accession No. 98W727	Date Rec'd 4-15-98
B. Division/ Unit: Administrator's Office		RM Code 26-03-20
C. Mailing Address P.O. Box 717 Baltimore, MD 21203-0717	Location Range Section(s) 142 33-34	No. of Cu. Ft. 16
D. Phone No. 410-545-0403	Records Center Manager	
E. Agency Official Gerry Fletcher	To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule No., Item No. & Disposal Date
1	1991 GENERAL CORRESP. FILES: "AASHTO" > "Bridges/Severn River Bridge-Part 2"	Sched. # 1872 Item #1 Disposal Date: Jun 2002 December 31, 2001
2	1991 GENERAL CORRESP. FILES: "CTP" > "Maintenance"	same
3	1991 GENERAL CORRESP. FILES: "Chesapeake Bay." > "Federal Highway Administration"	same
4	1991 GENERAL CORRESP. FILES: "Finance" > "Legislation-Part 1"	same
5	1991 GENERAL CORRESP. FILES: "Legislation-Part 2" > "News"	same
6	1991 GENERAL CORRESP. FILES: "Nice Letter" > "Personnel"	same
	--CONTINUED ON NEXT PAGE--	

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

SHA PC File Reference: (Bonnie Ford: c:\msoffice\winword\general\tr&rec-3.doc)



2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule No., Item No. & Disposal Date
7	1991 GENERAL CORRESP. FILES: "Pizza" > "Right-of-Way"	Sched. # 1872 Item #1 Disposal Date: December 31, 2001
8	1991 GENERAL CORRESP. FILES: "Safety" > "Training"	same
9	1991 GENERAL CORRESP. FILES: "Transportation" > "Work Zone Safety"	same
10	1991 COUNTY CORRESP. FILES: "Anne Arundel Co." > "Balto. County-Part 3"	same
11	1991 COUNTY CORRESP. FILES: "Bale Arundel Co.-Part 4" > "Harford County"	same
12	1991 COUNTY CORRESP. FILES: "Howard County" > "Montgomery County - Part 3"	same
13	1991 COUNTY CORRESP. FILES: "Montgomery County -Part 4" > "P.G. County-Part 5"	same
14	1991 COUNTY CORRESP. FILES: "Queen Anne's Co." > "Worcester County"	same

15. 1991 PINKS: A-M

16. 1991 PINKS. MC - Z