

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. AGRICULTURE	ACCESSION NO. 90W168	DATE REC'D 8-30-89
B. DIVISION/UNIT FAIR BOARD 13.007.060		RM CODE 01.01
C. MAILING ADDRESS 50 Harry S. Truman Parkway Annapolis, MD 21401	LOCATION RANGE SECTION(S) 10 25	NO. OF CU. FT. 3
D. PHONE NO. 841-5900	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Brenda C. Hardy	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
721	Miscellaneous report papers, framed certificates, records from 1962 - 1985	936-20 1994 Jan.
720	File records for fairs/shows July '83 to June 30 '84 (Md Ag Exhibits - Worcester Co.)	936-20 1994 1/99
719	File records for fairs/shows July '83 to June 30, '84 (Allegany Co. - Linganore/New Mkt)	936-20 1994 1/04 DISPOSAL 2/23/04 SS

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Department of Agriculture	Accession No. 0261340	Date Rec'd 11-9-01 RM Code 01-01
B. Division/Unit MAICS Weights and Measures Section	Location Range Section(s) 34 14	No. of Cu. Ft. 4
C. Mailing Address 50 Harry S Truman Parkway Annapolis, MD 21401	Records Center Manager	
D. Phone No. (410) 841-5790	To Be Completed At State Records Management Center	
E. Agency Official <i>Brenda Hatridge</i>		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	device registration - certificates 6/97 - 5/98	1679 (18) 1-1-04
2	device registration - certificates & mailing list	1679 (18) 1-1-04
3	device registration - applications 6/97 - 5/98	1679 (18) 1-1-04
4	device registration - applications 6/97 - 5/98	1679 (18) 1-1-04
		DISPOSAL 2/27/04 LJB

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Department of Agriculture	Accession No. 03W11065	Date Rec'd 6-5-03 RM Code 01.01
B. Division/Unit MAICS Weights and Measures Section	Location Range Section(s) 43 2	No. of Cu. Ft. 3
C. Mailing Address 50 Harry S Truman Parkway Annapolis, MD 21401	Records Center Manager	
D. Phone No. (410) 841-5790	To Be Completed At State Records Management Center	
E. Agency Official		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	device registration - deleted accounts 6/97 - 5/98	1679 (18) 1-1-04
2	device registration - applications 6/97 - 5/98	1679 (18) 1-1-04
3	device registration - applications 6/97 - 5/98	1679 (18) 1-1-04
		DISPOSAL 2/23/04 LJS

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Assessments & Taxation		ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">00W1312</div>		DATE REC'D. <div style="font-size: 1.5em; font-family: cursive;">6-12-00</div>	
II. DIVISION/UNIT Personnel Division		LOCATION RANGE SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">33 26</div>		RM CODE <div style="font-size: 1.5em; font-family: cursive;">02.02</div>	
C. MAILING ADDRESS 301 W. Preston Street, Room 808 Baltimore, MD 21201		NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">2</div>		RECORDS CENTER MANAGER	
D. PHONE NO. (410) 767-1140		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
E. AGENCY OFFICIAL John Flynn					
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE			
1-2	Closed 1993 Personnel/ Medical Files	2084 1&2 1/1/2004 <div style="font-size: 1.5em; font-family: cursive;">DISPOSAL</div> <div style="font-size: 1.5em; font-family: cursive;">2/23/04</div> <div style="font-size: 1.5em; font-family: cursive;">LSB</div>			

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget and Management		Accession No. 01W716	Date Received 4-6-01
B. Division/Unit EBD - fiscal Management Division		Location Range Section	RM Code 03.02
C. Mailing Address 301 W. Preston Street - Room 509 Baltimore, MD 21201		1 6-7	No. of Cu. Ft. 36
D. Phone 410-767-4727		Records Center Manager	
E. Agency Official Jacob Pyzik		To Be Completed At State Records Management Center	

2. Box Number	3. Description of Records With Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
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<u>REIMBURSEMENT REQUEST/HEALTH & DEPENDENT CARE SPENDING ACCOUNT FILES</u>				Schedule #1631 Item No. 1
	<u>CASE NUMBERS</u>	<u>DATES</u>	<u>DISPOSAL DATE</u>	
1	0001 - 1024	1996	Retain for 7 years and until IRS audit requirements have been fulfilled, then destroy.	Retain for 7 years and until IRS audit requirements have been fulfilled, then destroy. <i>Jan. 2004</i> <i>DISPOSAL</i> <i>2/23/04</i> <i>[Signature]</i>
2	1025 - 1781	1996		
3	1782 - 2563	1996		
4	2564 - 3268	1996		
5	3269 - 3982	1996		
6	3983 - 4706	1996		
7	4707 - 5334	1996		
8	5335 - 5947	1996		
9	5948 - 6596	1996		
10	6597 - 6952	1996		
11	8022 - 8567	1996		
12	8568 - 8945	1996		
13	8946 - 9512	1996		
14	9513 - 124A	1996		
15	125A - 732A	1996		
16	733A - 340B	1996		
17	341B - 881B	1996		
18	882B - 433C	1996		
19	434C - 977C	1996		
20	978C - 590D	1996		
21	591D - 223E	1996		
22	224E - 868E	1996		
23	869E - 405F	1996		
24	406F - 950F	1996		
25	951F - 504G	1996		

DEPARTMENT OF GENERAL SERVICES
P. O. BOX (TELEPHONE 799-1379)
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REIMBURSEMENT REQUEST/HEALTH & DEPENDENT CARE SPENDING
ACCOUNT FILES

Box Number	CASE NUMBERS	DATES	DISPOSAL DATE
26	505G - 009H	1996	Retain for 7 years and until IRS audit requirements have been fulfilled, then destroy.
27	010H - 511H	1996	
28	512H - 993H	1996	
29	994H - 511I	1996	
30	512I - 025J	1996	
31	026J - 466J	1996	
32	467J - 872J	1996	
33	873J - 364K	1996	
34	365K - 797K	1996	
35	798K - 227L	1996	
36	FLXBEN, FLXDEP, FLX05 & FLX050		

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

Page 1 of 1

Agency
Department of Budget and Management

Division/Unit
Employee Benefits Division

Item No.	Description	Retention
1.	<p>Reimbursement Request/Health & Dependent Care Spending Account Files:</p> <p>These files are State employees' Health & Dependent Care spending accounts listing their expenses for the year. Itemized bills are attached to each file.</p> <p>1996 36</p>	<p>Retain for 7 years and until IRS audit requirements have been fulfilled, then destroy.</p>

Schedule Approved by Department, Agency, Or Division Representative.

Date _____
Signature *Jacob Pyzik*

Typed Name Jacob Pyzik
Title Fiscal Administrator

Schedule Authorized by State Archivist

Date _____
Signature _____

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget and Management		Accession No. 01W712	Date Received 4-5-01 RM Code 03.02.01
B. Division/Unit Employee Benefits Division - Vision Plan		Location Range Section 7 26	No. of Cu. Ft. 31
C. Mailing Address 301 West Preston Street - Room 510 Baltimore, Maryland 21201		Records Center Manager	
D. Phone 410-767-4646		To Be Completed At State Records Management Center	
E. Agency Official Diane D. Bell			
2. Box Number	3. Description of Records With Inclusive Dates		4. Disposal Authority Schedule, Item No. Disposal Date
	REIMBURSEMENT <u>Vision Number</u>	REQUEST FORMS FOR <u>Dates</u>	VISION SERVICES <u>Disposal Date</u> Retain for 5 years
1	5452 - 5533	1998	Schedule #1688 Item No. 1 Retain for 5 years, then destroy Jan. 2004 DISPOSAL 2/23/04 LJS
2	5534 - 5609	1998	
3	5610 - 5696	1998	
4	5697 - 5799	1998	
5	5800 - 5894	1998	
6	5895 - 5947	1998	
7	5948 - 6053	1998	
8	6054 - 7035	1998	
9	7036 - 7114	1998	
10	7115 - 7190	1998	
11	7191 - 7275	1998	
12	7276 - 7343	1998	
13	7344 - 7410	1998	
14	7411 - 7480	1998	
15	7481 - 7554	1998	
16	7555 - 7622	1998	
17	7623 - 7690	1998	
18	7691 - 7756	1998	
19	7757 - 7831	1998	
20	7832 - 7895	1998	
21	7876 - 7955	1998	
22	7956 - 8018	1998	
23	8019 - 8083	1998	
24	8084 - 8141	1998	
25	8142 - 8208	1998	
26	8209 - 8268	1998	
27	8269 - 8329	1998	

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget and Management		Accession No.	Date Received RM Code	
B. Division/Unit Employee Benefits Division - Vision Plan		Location Range Section	No. of Cu. Ft.	
C. Mailing Address 301 West Preston Street - Room 510 Baltimore, Maryland 21201				
D. Phone 410-767-4646		Records Center Manager		
E. Agency Official Diane D. Bell		To Be Completed At State Records Management Center		
2. Box Number	3. Description of Records With Inclusive Dates		4. Disposal Authority Schedule, Item No. Disposal Date	
	REIMBURSEMENT	REQUEST FORMS FOR	VISION SERVICES	Schedule #1688 Item No. 1 Retain for 5 years, then destroy
	<u>Vision Number</u>	<u>Dates</u>	<u>Disposal Date</u>	
28	8330 - 8392	1998	Retain for 5 years	
29	8393 - 8456	1998		
30	8457 - 8520	1998		
31	8521 - 8586	1998		

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1688
 Page 1 of 1

Agency: Department of Budget and Management
 Division/Unit: Employee Benefits Division

Item No.	Description	Retention
1.	<p>State of Maryland Vision Claim Forms:</p> <p>These files are 1998 State Employees' and Retirees' Vision Service Forms listing provided vision services. Itemized bills might be attached to each file.</p>	Retrain for 5 years, then destroy.

Schedule Approved by Department, Agency, Or Division Representative.
 Date 1/10/2001
 Signature *Diane D. Bell*
 Typed Name Diane D. Bell
 Title Director of Policy and Planning

Schedule Authorized by State Archivist
 Date _____
 Signature _____

Instructions - Type or Print a separate form for each new or revised record series. Forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P. O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>
1. Department/Agency Department of Budget and Management	2. Division Employee Benefits Division - Vision Program	3. Unit
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Reimbursement Vision Service Forms	5. Earliest Year/Latest Year 1998 to 1998	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) State employee and retirees Vision Service Forms listing provided vision services. Itemized bills might be attached to each form. Vendor/Employees/Retirees submit these form to obtain reimbursement for eye exam, glasses or contract lenses.		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Five (5) _____ Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street Room 510	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independents	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Five (5) Years	
19. Name and Title of Preparer Anne M. Seek, Benefits Administrator	20. Telephone Number (410) 767-4690	21. Date 10/20/00

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget and Management		Accession No. 03W272	Date Received 11-13-02
B. Division/Unit Office of Personnel Services and Benefits Employee Benefits Division		Location Range Section	RM Code 03.02.01
C. Mailing Address 301 West Preston Street – Room 510 Baltimore, Maryland 21201		102 21-22	No. of Cu. Ft. 13
D. Phone 410-767-4690		Records Center Manager	
E. Agency Official Anne M. Seek		To Be Completed At State Records Management Center	
2. Box Number	3. Description of Records With Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date	
	Direct Pay Coupons Documentation	Schedule #1688 Item No.1	
	<u>Coupon Date</u> <u>Dates</u> <u>Disposal Date</u>	Retain for 7 years, then destroy	
1	01/02-01/23 1996	Retain for 7 years	
2	01/24 – 02/07 1996		
3	02/08 – 02/29 1996		
4	03/01 – 03/31 1996		
5	04/01 – 04/30 1996		
6	05/01 – 05/31 1996		
7	06/01 – 06/30 1996		
8	07/01 – 07/31 1996		
9	08/01 – 08/31 1996		
10	09/01 – 09/30 1996		
11	10/01 – 10/31 1996		
12	11/01 – 11/30 1996		
13	12/01 – 12/31 1996		
		Jan. 2004 DISPOSAL 2/23/04 LSJ	

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO. 99W396	DATE REC'D 3-9-99	
B. DIVISION/UNIT Revenue Administration Division			RM CODE 05.06	
C. MAILING ADDRESS 110 Carroll Street Annapolis, MD 21411		LOCATION RANGE SECTION(S) 68 1-3		NO. OF CU. FT. 99
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Florence McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
99	506 W/H 1997	Sche. # 2055 Item # 23 Jan 2004 DISPOSAC 1/29/04 LJS		

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO. OOW 833	DATE REC'D 2-10-00
B. DIVISION/UNIT Revenue Administration Division			RM CODE 05.06
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) 140 29-35	NO. OF CU. FT. 252
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
250	1998 W2's Boxes 1 - 198 Boxes 350 - 395 Boxes 398 - 403 <i>Plus - 166 A + 376-A</i>	Sch 2071 Item 27 Disp. 1-2004 DISPOSAL 2-3-04 EFC	

REFERENCE REQUEST

Directions: 1. Please print or type. 2. Send both copies of form. 3. Use a separate form for each request.

1. RECORDS REQUESTED

a. Case Name or Title

ZEI

b. Case No.

5 2192 1969

c. Date or Year

1998

d. Other Information

W2S

2. LOCATION OF RECORDS

a. Accession or Lot No.

00W 833

b. Box No.

98028

c. Record Center location

140
Range(s)

29-35
Section(s)

3. REQUESTOR

a. Name

C Chambers

b. Telephone No.

7565

c. Date of Request

4/30

4. Name and Address of Requesting Agency

RAD Annapolis

FOR RECORDS CENTER USE ONLY

Records Destroyed

Records Missing From Box

Records Charged Out
(name and date)

Additional Information Needed

Date

5/1/01

Searcher's Initials

DM



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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO. OOW 1074	DATE REC'D 10-24-00	
B. DIVISION/UNIT Revenue Administration Division			RM CODE 05.06	
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) 122 4-9		NO. OF CU. FT. 210
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
210 (1-210) 1-210	1997-1998 Amended Refiles and Returns	Sch 2011 Item #43 Disp Date 1/2004 DISPOSAL 2/5/04 255

R-122
~~S-4-9~~
4-9

S-9-10
46 - Empty SPACES
Missing Box
207

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO. 02W 215	DATE REC'D 2-19-02
B. DIVISION/UNIT Revenue Adm. Division			RM CODE 05.06
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) ** (SEE BELOW) **	NO. OF CU. FT. 3.093
D. PHONE NO. 410-260 7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
3,092 boxes	2000 Doc Loc Returns BOXES - 1 - 1470 RANGE - 44 SECTION - 1 - 35 BOXES - 1471 - 2000 RANGE - 45 SECTION - 1 - 13 BOXES - 2001 - 3020 RANGE - 24 SECTION - 1 - 25 BOXES - 3021 - 3092 RANGE - 22 SECTION - 1 - 2 BOX NO: 337-A RANGE - 22 SECTION - 2	Sch. # 2071 Item #28 Disposal Date 1/2004 DISPOSAL 2/17/04 LJB

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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. <i>Comptroller of MD</i>		ACCESSION NO. <i>03W-330</i>	DATE REC'D <i>3-17-03</i>
B. DIVISION/UNIT <i>RAD</i>			RM CODE <i>05.06</i>
C. MAILING ADDRESS <i>110 Carroll St. Annapolis, Md. 21411</i>		LOCATION RANGE SECTION(S) <i>70 16-17</i>	NO. OF CU. FT. <i>45</i>
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Rm Putzre</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS <i>45bx3</i>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <i>00/2001 Sales + Use Tax</i>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <i>Sch # 2071 Item # 34 Disposal Date 1/2004 DISPOSAL 2/5/04 JJS</i>	

R-70

S-16-17

6 ENTRY SPACES
S-17

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 240104		ACCESSION NO. 90W1098		DATE REC'D 4-6-90
b) AGENCY Income Tax Division		LOCATION - RANGE 39		SECTION(S) 0-5
c) DIVISION/UNIT Corporation		NO. OF CU. FT. 223		RECORDS CENTER MANAGER ✓
d) MAILING ADDRESS Maryland Oncome Tax Division Carrol Street Office of the Comptroller Annapolis, MD 21411		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
e) AGENCY OFFICIAL Charles L. Anthony		PHONE NO. 974-2891		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1984	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	5000000 - 5000199		SC# 853 ITEM 28 DIS. DATE 2005 406 2071 #786 #29 26 1/04 DISPOSAL 6-23-04 E.F. Center
2	5000200 - 5000369		
3	5000370 - 5000634		
4	5000635 - 5000899		
5	5000900 - 5001134		
6	5001135 - 5001369		
7	5001370 - 5001669		
8	5001670 - 5001899		
9	5001900 - 5002169		
10	5002170 - 5002399		
11	5002400 - 5002634		
12	5002635 - 5002869		
13	5002870 - 5003099		
14	5003100 - 5003369		
15	5003370 - 5003634		
16	5003635 - 5003934		
17	5003935 - 5004169		
18	5004170 - 5004369		
19	5004370 - 5004634		
20	5004635 - 5004869		
21	5004870 - 5005134		
22	5005135 - 5005399		
23	5005400 - 5005634		
24	5005635 - 5005869		
25	5005870 - 5006099		
26	5006100 - 5006369		
27	5006370 - 5006599		
28	5006600 - 5006834		
29	5006835 - 5007069		
30	5007070 - 5007334		
31	5007335 - 5007569		
32	5007570 - 5007799		
33	5007800 - 5008034		

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

BOX #DOC LOC #

34	5008035 - 5008269
35	5008270 - 5008534
36	5008535 - 5008799
37	5008800 - 5009099
38	5009100 - 5009334
39	5009335 - 5009569
40	5009570 - 5009799
41	5009800 - 5010034
42	5010035 - 5010234
43	5010235 - 5010469
44	5010470 - 5010699
45	5010700 - 5010934
46	5010935 - 5011099
47	5011100 - 5011299
48	5011300 - 5011499
49	5011500 - 5011669
50	5011670 - 5011869
51	5011870 - 5012069
52	5012070 - 5012269
53	5012270 - 5012499
54	5012500 - 5012699
55	5012700 - 5012899
56	5012900 - 5013099
57	5013100 - 5013299
58	5013300 - 5013499
59	5013500 - 5013699
60	5013700 - 5013853
61	5013854 - 5014034
62	5014035 - 5014234
63	5014235 - 5014434
64	5014435 - 5014634
65	5014635 - 5014834
66	5014835 - 5015034
67	5015035 - 5015234
68	5015235 - 5015434
69	5015435 - 5015634
70	5015635 - 5015869
71	5015870 - 5016069
72	5016070 - 5016299
73	5016300 - 5016499
74	5016500 - 5016689
75	5016690 - 5016849
76	5016850 - 5017069
77	5017070 - 5017199
78	5017200 - 5017392
79	5017393 - 5017524
80	5017525 - 5017669
81	5017670 - 5017849
82	5017850 - 5018024
83	5018025 - 5018234
84	5018235 - 5018469
85	5018470 - 5018634
86	5018635 - 5018824
87	5018825 - 5019034
88	5019035 - 5019269
89	5019270 - 5019434
90	5019435 - 5019574
91	5019575 - 5019769
92	5019770 - 5019969

BOX #DOC LOC #

93	5019970 - 5020152
94	5020153 - 5020334
95	5020335 - 5020499
96	5020500 - 5020699
97	5020700 - 5020874
98	5020875 - 5020999
99	5021000 - 5021199
100	5021200 - 5021399
101	5021400 - 5021549
102	5021550 - 5021658
103	5021659 - 5021869
104	5021870 - 5022049
105	5022050 - 5022234
106	5022235 - 5022434
107	5022435 - 5022599
108	5022600 - 5022799
109	5022800 - 5022944
110	5022945 - 5023110
111	5023111 - 5023234
112	5023235 - 5023369
113	5023370 - 5023499
114	5023500 - 5023649
115	5023650 - 5023834
116	5023865 - 5023960
117	5023961 - 5024119
118	5024120 - 5024259
119	5024260 - 5024399
120	5024400 - 5024546
121	5024547 - 5024747
122	5024748 - 5024915
123	5024916 - 5025051
124	5025052 - 5025199
125	5025200 - 5025350
126	5025351 - 5025534
127	5025535 - 5025699
128	5025700 - 5025940
129	5025941 - 5026124
130	5026125 - 5026369
131	5026370 - 5026569
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133	5026766 - 5026949
134	5026950 - 5027099
135	5027100 - 5027299
136	5027300 - 5027499
137	5027500 - 5027675
138	5027676 - 5027869
139	5027870 - 5028099
140	5028100 - 5028299
141	5028300 - 5028499
142	5028500 - 5028699
143	5028700 - 5028869
144	5028870 - 5029069
145	5029070 - 5029223
146	5029224 - 5029449
147	5029450 - 5029599
148	5029600 - 5029749
149	5029750 - 5029924
150	5029925 - 5030149

BOX #DOC LOC #

151	5030150 - 5030349
152	5030350 - 5030549
153	5030550 - 5030724
154	5030725 - 5030924
155	5030925 - 5031099
156	5031100 - 5031299
157	5031300 - 5031524
158	5031525 - 5031669
159	5031670 - 5031799
160	5031800 - 5031969
161	5031970 - 5032142
162	5032143 - 5032334
163	5032335 - 5032524
164	5032525 - 5032724
165	5032725 - 5032899
166	5032900 - 5033069
167	5033070 - 5033263
168	5033264 - 5033424
169	5033425 - 5033539
170	5033540 - 5033686
171	5033687 - 5033849
172	5033850 - 5034024
173	5034025 - 5034199
174	5034200 - 5034374
175	5034375 - 5034534
176	5034535 - 5034724
177	5034725 - 5034899
178	5034900 - 5035069
179	5035070 - 5035224
180	5035225 - 5035374
181	5035375 - 5035499
182	5035500 - 5035634
183	5035635 - 5035761
184	5035762 - 5035899
185	5035900 - 5036069
186	5036070 - 5036224
187	5036225 - 5036399
188	5036400 - 5036564
189	5036565 - 5036699
190	5036700 - 5036825
191	5036826 - 5036974
192	5036975 - 5037169
193	5037170 - 5037299
194	5037300 - 5037469
195	5037470 - 5037624
196	5037625 - 5037799
197	5037800 - 5037999
198	5038000 - 5038199
199	5038200 - 5038343
200	5038344 - 5038467
201	5038468 - 5038627
202	5038622 - 5038779
203	5038780 - 5038934
204	5038935 - 5039134
205	5039135 - 5039299
206	5039300 - 5039434
207	5039435 - 5039599
208	5039600 - 5039749
209	5039750 - 5039923
210	5039924 - 5040103

BOX #DOC LOC #

211	5040104 - 5040262
212	5040263 - 5040405
213	5040406 - 5040573
214	5040574 - 5040755
215	5040756 - 5040950
216	5040951 - 5041056
217	5041057 - 5041373
218	5041374 - 5041535
219	5041536 - 5041750
220	5041751 - 5041970
221	5041971 - 5042204
222	5042205 - 5042399
223	5042400 - 5042588

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 273, JESSUP, MD. 20794 (TELEPHONE : 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 240104		ACCESSION NO. 90W1099	DATE REC'D 4-6-90
b) AGENCY Maryland Inc. Tax Div.		LOCATION - RANGE 42	SECTION(S) 21-23
c) DIVISION/UNIT Corporation			
d) MAILING ADDRESS Income Tax Division Office of the Comptroller Carroll Street Annapolis MD 21411		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Charles L. Anthony	PHONE NO. 974-2891	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1984	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	4000000 - 4000169		SOH 853 ITEM 28 DIS. DATE 2005 Jan. 2006 1786 2071 #29 26 1104 DISPOSAL 1/27/04 LJS
2	4000170 - 4000434		
3	4000435 - 4000669		
4	4000670 - 4000899		
5	4000900 - 4001134		
6	4001135 - 4001369		
7	4001370 - 4001569		
8	4001570 - 4001769		
9	4001770 - 4001969		
10	4001970 - 4002269		
11	4002270 - 4002499		
12	4002500 - 4002734		
13	4002735 - 4002969		
14	4002970 - 4003164		
15	4003165 - 4003399		
16	4003400 - 4003634		
17	4003635 - 4003834		
18	4003835 - 4004024		
19	4004025 - 4004199		
20	4004200 - 4004399		
21	4004400 - 4004634		
22	4004635 - 4004834		
23	4004835 - 4005069		
24	4005070 - 4005269		
25	4005270 - 4005469		
26	4005470 - 4005669		
27	4005670 - 4005899		
28	4005900 - 4006069		
29	4006070 - 4006269		
30	4006270 - 4006469		
31	4006470 - 4006669		
32	4006670 - 4006869		
33	4006870 - 4007069		

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

BOX #

DOC LOC #

34	4007070 - 4007269
35	4007270 - 4007469
36	4007470 - 4007669
37	4007670 - 4007869
38	4007870 - 4008064
39	4008065 - 4008264
40	4008265 - 4008469
41	4008470 - 4008664
42	4008465 - 4008869
43	4008870 - 4009069
44	4009070 - 4009269
45	4009270 - 4009434
46	4009435 - 4009669
47	4009670 - 4009869
48	4009870 - 4010019
49	4010020 - 4010169
50	4010170 - 4010369
51	4010370 - 4010577
52	4010578 - 4010764
53	4010765 - 4010969
54	4010970 - 4011099
55	4011100 - 4011269
56	4011270 - 4011429
57	4011430 - 4011549
58	4011550 - 4011699
59	4011700 - 4011934
60	4011935 - 4012169
61	4012170 - 4012369
62	4012370 - 4012569
63	4012570 - 4012799
64	4012800 - 4013034
65	4013035 - 4013234
66	4013235 - 4013434
67	4013435 - 4013634
68	4013635 - 4013799
69	4013800 - 4013999
70	4014000 - 4014199
71	4014200 - 4014399
72	4014400 - 4014599
73	4014600 - 4014769
74	4014770 - 4014969
75	4014970 - 4015179
76	4015180 - 4015399
77	4015400 - 4015574
78	4015575 - 4015764
79	4015765 - 4015969
80	4015970 - 4016159
81	4016160 - 4016314
82	4016315 - 4016477
83	4016478 - 4016634
84	4016635 - 4016834
85	4016835 - 4016999
86	4017000 - 4017134
87	4017135 - 4017299
88	4017300 - 4017442
89	4017443 - 4017599
90	4017600 - 4017773
91	4017774 - 4017935

BCK #

DOC LOC #

92

4017936 - 4018099

93

4018100 - 4018199

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Housing & Community Development		ACCESSION NO. 92W59	DATE REC'D 7-30-91
B. DIVISION/UNIT CAA/Codes Administration			RM CODE 06.02
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032-2023		LOCATION RANGE SECTION(S) 154 9	NO. OF CU. FT. 1
D. PHONE NO. (301) 514-7220		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL James C. Hanna, Director, Codes Admin.		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 2 A	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES HUD Mobile Home Consumer Complaints 1976 - 1983	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule 1221 Item 6 Disposal: yr. 2003 1/04 DISPOSAL 4-2-84	

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. Housing & Community Development		ACCESSION NO. 95W303	DATE REC'D 8-26-94
B. DIVISION/UNIT CAA/Codes Administration			RM CODE 06.02
C. MAILING ADDRESS 100 Community Place Crownsville MD 21032-2023		LOCATION RANGE SECTION(S) 102 1	NO. OF CU. FT. 2
D. PHONE NO. (410) 514-7220		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL James C. Hanna, Director, Codes Admin.		TO BE 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	IB Plans - International Shelter Better Bilt Homes Evertech Modular (1992-1993)	Schedule 1221 Item 1 Disposal Jan. 2004
2	IB Plans - PBS, Technical Space Portable Living Spaces (1989-1993)	Schedule 1221 Item 1 Disposal Jan. 2004

*DISPOSAL
4-2-04*

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

8

PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY
 Dept of Housing & Community Development
 DIVISION/UNIT
 Maryland Housing Fund - Finance
 MAILING ADDRESS
 100 Community Place
 Crownsville, MD 21032
 PHONE NO.
 410-514-7339

ACCESSION NO.
 99W22
 DATE REC'D
 7-2-98
 RM CODE
 06.03
 NO. OF CU. FT.
 8
 LOCATION
 RANGE SECTION(S)
 45 15
 RECORDS CENTER MANAGER

AGENCY OFFICIAL
Delval 10/14/97

TO BE COMPLETED AT
 STATE RECORDS MANAGEMENT CENTER

BOX NUMBERS

42-49
 1-49
 8

3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

Sold REC Files
 FY '89
 (See Attached)

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

1593 #6
 Retain for ten (10) Years, then destroy
 in ~~1999~~ July ~~1999~~ 2005
 July ~~1999~~ 1/2004
 DISPOSAL
 3/12/04
 LIS

40 boxes

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of Housing & Community Development		ACCESSION NO. 99W25	DATE REC'D 7-2-98
B. DIVISION/UNIT Maryland Housing Fund - Finance			RM CODE 06.03
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) 17 17-18	NO. OF CU. FT. 40
D. PHONE NO. 410-514-7339		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>[Signature]</i> 7/10/98		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
7-11, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40	Renewal Premiums FY '88 - FY '91 (See Attached)	1460#2 Retain for (5) five years, then destroy, in 2002 July 02 1/2004 DISPOSAL
105, 106, 28-32, 31, 37, 106	Journal Entries FY '87 - FY '91 (See Attached)	Retain for (5) five years, then destroy in 2002 3/19/04
60, 68, 98	Computer Aid FY '88 (See Attached)	Retain for (5) five years, then destroy in 2002
119, 120	Fiscal Misc FY '86 - FY '92 (See Attached)	Retain for (5) five years, then destroy in 2002
	Premium Distribution Reports, Pending Batches, Cash Lists, Cash Balanced Renewals, AOB Reports, 4 page Report (See Attached)	Retain for (5) five years, then destroy in 2002

✓
149

Housing Policy Commission Files
(See Attached)

Retain for five (5)
years, then destroy
in 2002

✓
✓
150, 156,
166, 168, ✓
179 ✓

Fiscal Misc.
(See Attached)

Retain for five (5)
years, then destroy
in 2002

✓
164

Investment Accounts
(See Attached)

Retain for five (5)
years, then destroy
in 2002

✓
165

CDA Governor Task Force for Housing
(See Attached)

Retain for five (5)
years, then destroy
in 2002

✓
✓
180, 181

Journal Entries FY '92 - FY '93
(See Attached)

Retain for five (5)
years, then destroy
in 2002

BYS

7-11

156
164 - 168

21-24

179-181

28-32

60

68

70-71

78-80

96-98

104-106

119

149-150

6

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of Housing & Community Development		ACCESSION NO. 99W26	DATE REC'D 7-2-98
B. DIVISION/UNIT Maryland Housing Fund- Finance			RM CODE 06.03
C. MAILING ADDRESS 100 Community Place Crownsville; MD 21032		LOCATION RANGE SECTION(S) 1 11	NO. OF CU. FT. 6
D. PHONE NO. 410-514-7339		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Delnah L R</i> 1/14/97		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
184 - 189	Sold REC Files FY '92 (See Attached)	1593 #6 Retain for ten (10) Years, then destroy in 2002 July 1/2004 <i>Disposed 3-12-04</i>

4

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of Housing & Community Development		ACCESSION NO. 99W27	DATE REC'D 7-2-98
B. DIVISION/UNIT Maryland Housing Fund - Finance			RM CODE 06.03
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) 1 1-2	NO. OF CU. FT. 4
D. PHONE NO. 410-514-7339		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Debra L. [Signature]</i> 10/14/97		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
211 - 214	Sold REC Files FY '93 (See Attached)	Retain for ten (10) years, then destroy in 2003 July . 1/2004 Sche. 1593 #6

Disposal
3-12-04

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO. <i>01W342</i>	DATE REC'D <i>10-20-00</i>
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY <i> Janet Smith</i>		LOCATION RANGE SECTION(S) <i>8 11-12</i>	RM CODE <i>06-03-02</i>
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		NO. OF CU. FT. <i>31</i>	
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>AK</i> Anne P. Konrad <i>Janet Smith</i> <i>6-11-97</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS <i>137 A</i> <i>167</i>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <u>CDA FINANCE</u> All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity. <i>Amortizations for Services: 634, 625, 570, 562, 550, 545, 428, 500, 400, 320, 304, 300, 126</i> Inclusive Dates: <i>1997 ~ 1998</i>		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Retain for five (5) years, then destroy. Schedule <u>1208</u> Item #3 Destroy Year 2003 <i>7/03</i> <i>1/2004</i> <i>DISPOSAL</i> <i>4-1-04</i>

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

Page 1 of 1

Agency

DHCD

Division/Unit

CDA Finance/Single Family

Item
No

Description

Retention

3

CDA FINANCE

Retain for five
(5) years, then
destroy.

All reports, accounts and activity dealing
with CDA FINANCE section, including
information on projects financed by CDA,
amortization schedules, balance sheets,
income and expenditure statements, trustee
budgets, revenue budgets and status reports
on CDA's financing activity.

Destroy Year 2003

Box #'s 137 to 167

Amortizations for Servicers

634, 625, 570, 562, 550, 545

428, 500, 400, 320, 304, 300

126

Inclusive Dates: 1997-1998

Approved by Department, Agency,
or Division Representative.

Date _____

Signature _____

Type Name _____

Title _____

Schedule Authorized by State
Archivist.

Date _____

Signature _____

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. DHCD		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY <i>Janet Smith</i>			RM CODE
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>AK</i> Anne P. Konrad <i>Janet Smith</i> 6-11-99		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
137 to 167	<p style="text-align: center;"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p><i>Amortizations for Services:</i> 634, 625, 570, 562, 550, 545, 428, 500, 400, 320, 304, 300, 126</p> <p>Inclusive Dates: 1997 ~ 1998</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2003</u></p>	

R-8
S-11-12

(R-88-12
9 SPACES)

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. DHCD		ACCESSION NO. 01W343	DATE REC'D 10-10-00
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY <i>Janet Smith</i>		LOCATION RANGE SECTION(S) 13 23	RM CODE 06.03.02
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		NO. OF CU. FT. 31	RECORDS CENTER MANAGER
D. PHONE NO. 410-514-7421		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL Anne P. Konrad <i>Janet Smith</i> 6-11-99			
2. BOX NUMBERS 168-1 198	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <u>CDA FINANCE</u> All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity. <i>Amortizations for Services: 126, 121, 099, 087, 037, 026 Management Reports</i> Inclusive Dates: 1993 ~ 1998	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Retain for five (5) years, then destroy. Schedule <u>1208</u> Item #3 Destroy Year 2003 7/03 1/2004 DISPOSAL 47-04	

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

Page 1 of 1

Agency

DHCD

Division/Unit

CDA Finance/Single Family

Item No	Description	Retention
3	<p style="text-align: center;"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box #'s 168 to 198</p> <p>Amortizations for Services 126, 121, 099, 087, 057, 026</p> <p>Management Reports</p> <p>Inclusive Dates: 1993 ~ 1998</p>	<p>Retain for five (5) years, then destroy.</p> <p>Destroy Year <u>2003</u></p>

Approved by Department, Agency, or Division Representative.

Date _____

Signature _____

Type Name _____

Title _____

Schedule Authorized by State Archivist.

Date _____

Signature _____

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY <i>Janet Smith</i>			RM CODE
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad <i>AK</i> <i>Janet Smith</i> 6-11-99		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
168 to 198	<p style="text-align: center;"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p><i>Amortizations for Servicers: 126, 121, 029, 087, 037, 026 Management Reports</i></p> <p>Inclusive Dates: 1993 ~ 1998</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2003</u></p>

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(R-13 S-23)
5 SPACES

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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INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY DHCD		ACCESSION NO. 01W350	DATE REC'D 10-28-00
DIVISION/UNIT CDA FINANCE/SINGLE FAMILY <i>Janet Smith</i>		LOCATION RANGE SECTION(S) 15 9	RM CODE 06.03.02
MAILING ADDRESS 100 Community Place Crownsville, MD 21032		NO. OF CU. FT. 31	
PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Anne P. Konrad <i>[Signature]</i> 6-11-99		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
106 136	<p align="center"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p><i>Amortizations for Servicers: 930, 815, 570, 788, 693, 899, 874, 774, 682, 640, 634</i></p> <p>Inclusive Dates: 1997~1998</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year 2003 7/03</p> <p><i>Disposition 1/2004</i></p> <p><i>4-1-04</i></p>

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

Page 1 of 1

Agency

DHCD

Division/Unit

CDA Finance/Single Family

Item
No

Description

Retention

3

CDA FINANCE

All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.

Retain for five (5) years, then destroy.

Destroy Year 2003

Box #'s 106 to 136

Amortizations for Servicers

930, 815, 570, 788, 693, 899,

894, 774, 682, 640, 639

Inclusive Dates: 1997~1998

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Approved by Department, Agency, or Division Representative.

Date _____

Signature _____

Type Name _____

Title _____

Schedule Authorized by State Archivist.

Date _____

Signature _____

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. DHCD		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY <i>Janet Smith</i>			RM CODE
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad <i>AK</i> <i>Janet Smith</i> 6-11-79		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
106 to 136	<p style="text-align: center;"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p><i>Amortizations for Servicers: 930, 815, 570, 788, 693, 899, 894, 774, 682, 640, 634</i></p> <p>Inclusive Dates: 1997 ~ 1998</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2003</u></p>

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(S-9)

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. DHCD		ACCESSION NO. 01W352	DATE REC'D 10-23-00
B. DIVISION/UNIT CDA Finance Donna Hendrie General ledger			RM CODE 06.03.02
C. MAILING ADDRESS 100 Community Place Crowsville, MD 21032		LOCATION RANGE SECTION(S) 52 12-16	NO. OF CU. FT. 145
D. PHONE NO. 410-514-7414		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad. <i>Anne P Konrad</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1 to 145	3. 10-19 15	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <u>CDA FINANCE</u> All reports, accounts and activity dealing with CDA Finance Section, including information on projects financed by CDA, amortization schedules, balance sheets income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity. General Ledger Audit Related Inclusive Dates: 1985-1997	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Retain for five (5) years, then destroy Schedule 1208 Item # 3 Destroy year: 2002 7/2002 1/2004 DISPOSAL 4/1/04 LJS

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No

1208

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Agency **DHCD**

Division/Unit
CDA Finance / General Ledger

Item No	Description	Retention
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3. CDA FINANCE

All reports, accounts and activity dealing with CDA Finance Section, including information on projects financed by CDA, amortization schedules, balance sheets income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.

Retain for five (5) years, then destroy.

Box #'s 1 to 145
 General ledger
 Audit Related
 Inclusive Dates:
 1985 - 1997

Destroy Year:
 2002

Approved by Department, Agency, or Division Representative.

Date _____
 Signature _____
 Type Name _____
 Title _____

Schedule Authorized by State Archivist.

Date _____
 Signature _____

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29 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. DHCD		ACCESSION NO. <i>01W353</i>	DATE REC'D <i>10-23-00</i>
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE <i>06.03.02</i>
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) <i>37 12-13</i>	NO. OF CU. FT. <i>67</i>
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad <i>Anne P. Konrad</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>146 to 212</i>	<p align="center"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p><i>General Ledger Audit Related</i></p> <p><i>Inclusive Dates: 1987-1998</i></p> <p>Inclusive Dates:</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year 2003 <i>7/03</i> <i>1/2004</i></p> <p><i>DISPOSAL</i> <i>461-04</i></p>

Storage Box #146 - 212 FY 79 to 99

General Ledger / Audit Related

BOX NUMBER		Fiscal Year	Contents	DATES INCLUDED
146	203	98	TRUSTEE STATEMENT MFHRB 1 ST NATIONAL	7/97
147	198	98	TRUSTEE STATEMENT MFHRB 1 ST NATIONAL	8/97
148	194	98	MFHRB TRUSTEE STATEMENT MULTI FAMILY	9/97
149	191	98	TRUSTEE STATEMENT MFHRB	10/97
150	189	98	TRUSTEE STATEMENT MFHRB 1 ST NATIONAL	11/97
151	193	98	TRUSTEE STATEMENT MFHRB 1 ST NATIONAL	12/97
152	184	98	TRUSTEE STATEMENT MFHRB 1 ST NATIONAL	1/98
153	31	98	TRUSTEE STATEMENT MFHRB 1 ST NATIONAL	2/98
154	199	98	TRUSTEE STATEMENT MFHRB 1 ST NATIONAL	3/98
155	50	98	TRUSTEE STATEMENT MFHRB 1 ST NATIONAL	4/98
156	53	98	TRUSTEE STATEMENT MFHRB 1 ST NATIONAL	5/98
157	4	98	TRUSTEE STATEMENT MFHRB 1 ST NATIONAL	6/98
158	204	98	MFHRB JOURNAL VOUCHER 1 ST NATIONAL	11/96 - 1/97
159		VOID		
160	201	98	SFP JOURNAL VOUCHER	7/97 - 11/97
161	61	98	SFP JOURNAL VOUCHER	12/97 - 5/98
162	181	98	SFP JOURNAL VOUCHER	7/97

163	186	98	SFP JOURNAL VOUCHER	8/97
164	182	98	SFP JOURNAL VOUCHER	9/97
165	190	98	SFP JOURNAL VOUCHER	10/97
166	183	98	SFP JOURNAL VOUCHER	11/97
167	187	98	SFP JOURNAL VOUCHER	12/97
168	192	98	SFP JOURNAL VOUCHER	1/98
169	185	98	SFP JOURNAL VOUCHER	2/98
170	200	98	SFP JOURNAL VOUCHER	3/98
171	178	98	SFP JOURNAL VOUCHER	4/98
172	64	98	SFP JOURNAL VOUCHER	5/98
173	57	98	SFP JOURNAL VOUCHER	6/98
174	60	98	RECONCILIATIONS CDA	7/97 - 6/98
175	63	98	RRB - MROP BANK STATEMENT JOURNAL VOUCHER	7/97 - 6/98
176	152	94-95-96-97	BANK STATEMENT	6/93 - 1/97
177	196	98	JOURNAL VOUCHER BACK-UP	7/97 - 9/97
178	195	98	HELP TRUSTEE STATEMENT JOURNAL VOUCHER RECONCILIATION	11/97 - 12/97
179	78	98	INFRASTRUCTURE JOURNAL VOUCHER TRUSTEE STATEMENT RECONCILIATION	7/97
180	188	98	HRB BANK STATEMENT JOURNAL	8/97
181	180	98	HRB BANK STATEMENT JOURNAL	9/97 - 10/97
182	179	98	HRB BANK STATEMENT JOURNAL	11/97 - 12/97

183	197	98	HRB BANK STATEMENT JOURNAL	1/98 - 2/98
184	175	98	HRB BANK STATEMENT JOURNAL	3/98 - 5/98
185	65	98	HRB BANK STATEMENT JOURNAL VOUCHER SFP JOURNAL VOUCHER	6/98
186	62	98	GBR BANK STATEMENT JOURNAL VOUCHER	7/97 - 6/98
187	E	88	TRANSACTION BY 1) ACCOUNT NUMBERS 2) VOUCHERS	
188	A	90-91	TRANSACTION BY 1) ACCOUNT NUMBERS 2) VOUCHERS	
189	D	90	TRANSACTION BY 1) ACCOUNT NUMBERS 2) VOUCHERS	
190	C	91	PRINTOUT VOUCHER LIST	
191	B	92	PRINTOUT VOUCHER LIST	
192	F	92	TRANSACTION BY 1) ACCOUNT NUMBER 2) TRIAL BALANCE	
193		89	YTD VOUCHER TRANSACTION LIST - TRIAL BALANCE	
194		92	YTD VOUCHER YTD TRANSACTION LIST	
195		92 & 93	TRIAL BALANCE ODDS AND ENDS	
196		93 - 94 - 95	MELDED LOAN BALANCE 10-93, 7-94 2.95	
197		96 - 97	DEFERRED FEES WORKSHEET	
198		95 - 98	CDA AUDIT FILES	
199	74		7-87 TO 12-31-91 DEPOSIT SLIPS	
200	71		MERCANTILE DEP SLIPS 1993 SECURITY / NATIONS BANK 1995	
201		OLD FY	TRIAL BALANCE	
202	106	87-88-89	TRIAL BALANCE	
203	73		PAID INVOICES LEGAL	

204	156	85-86-87	TRIAL BALANCE	
205	67	OLD	INVESTMENT LEDGERS	
206	66	10/79-12/85	SECRETARY'S DETERMINATION	
207	70	10/92-1/93	INVESTMENT WORKSHEETS	
208		87- 88	OFFICIAL STATEMENTS	
209	206	6-92/6-93	CHECKING	
210		7-93/5-94	CHECKING	
211		6-94/12-94	CHECKING	
212		1-95/12-95	CHECKING	

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3-Entry SPACES

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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.
1208
Page 1 of 1

Agency: DHCD
Division/Unit: CDA Finance / General Ledger

Item No	Description	Retention
3	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box #'S 146 to 212 General Ledger Audit Related Inclusive Dates: 1987 - 1998</p>	<p>Retain for five (5) years, then destroy.</p> <p>Destroy Year <u>2003</u></p> <p>66</p>

Approved by Department, Agency, or Division Representative.

Date _____

Signature _____

Type Name _____

Title _____

Schedule Authorized by State Archivist.

Date _____

Signature _____

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S-12-13

~~H~~-Entry office
S-13

Box 4/6