



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

|   |  |   |                               |
|---|--|---|-------------------------------|
| A. AGENCY <i>COLLEGE OF SOUTHERN MARYLAND</i><br>1. <i>formerly</i><br>Charles County Community College |  | ACCESSION NO.<br><i>01W889</i>                        | DATE REC'D<br><i>5.4.01</i>   |
| B. DIVISION/UNIT<br><i>DIVISION OF STUDENT</i><br><del>Services/Financial Assistance</del>              |  | LOCATION<br>RANGE SECTION(S)<br><i>33 20</i>          | RM CODE<br><i>28.03.01.01</i> |
| C. MAILING ADDRESS<br>P.O. Box 910<br>La Plata, Maryland 20646-0910                                     |  | RECORDS CENTER MANAGER                                | NO. OF CU. FT.<br><i>12</i>   |
| D. PHONE NO.<br><br>(301) 934-2251 ext.7531   |  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |                               |
| E. AGENCY OFFICIAL<br><i>Chad A. Norcross</i><br>Chad A. Norcross, Director of Financial Asst.          |  |   |                               |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE      |
|----------------|---|--|
|                | <i>STUDENT FINANCIAL ASSISTANCE RECORDS<br/>1998-99 SCHOOL YEAR INCLUSIVE<br/>DATES 7/1/98 to 6/30/99</i> | Schedule #1531<br>Item #1<br>Disposal Date:<br><i>7-1-05</i> |
| <i>1</i>       | <i>A to BOSWELL, JENNIFER</i>   | <i>Disposal<br/>7/27/05<br/>gjm</i>                          |
| <i>2</i>       | <i>BOUTWELL, C. to COBEY, S.</i>  |  |
| <i>3</i>       | <i>COBURN, K. to DZIEDZIC, M.</i>   |  |
| <i>4</i>       | <i>EARHART, L. to GRANER, S.</i>  |  |
| <i>5</i>       | <i>GRAVES, J. to HOLDER, R.</i>   |  |
| <i>6</i>       | <i>HOLDWAY, J. to JUREW, C.</i>   |  |
| <i>7</i>       | <i>K to MASON, Z.</i>   |  |
| <i>8</i>       | <i>MASRI, J. to NYERS, M.</i>   |  |
| <i>9</i>       | <i>O to ROBINSON, P.</i>  |  |
| <i>10</i>      | <i>ROCAFORT, L. to SOUTHERLAND, D.</i>  |  |
| <i>11</i>      | <i>SPANGLER, W. to TYSON, K.</i>  |  |
| <i>12</i>      | <i>U to Z</i>   |  |



FR

(17)

07.03.02

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by  
 Record Center:  
 Date: 7/5/61 ✓  
 Lot No.: 366  
 Range: ~~35-36~~ ~~36~~  
 Section(s): ~~2/1~~ ~~2/2~~  
 Shelves  
 Received by: J. Hirsch  
 Remarks: R-38  
 S-23

- 1. Agency: State Department of Education
- 2. Division: Certification and Accreditation
- 3. Record Title: Application for Certification
- 4. Inclusive Dates: 1930 - 1955

|                               |                         |  |                          |
|-------------------------------|-------------------------|--|--------------------------|
| 5. Schedule No.<br><u>658</u> | 6. Item No.<br><u>1</u> | 7. Scheduled Disposal Date:<br><u>7/05</u> | 8. Actual Disposal Date: |
|-------------------------------|-------------------------|--|--------------------------|

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

Numerical listing (continued)

<sup>9</sup>/<sub>29</sub> record center boxes arranged alphabetically by surname of individual

\* 5/91  
Dept Ed - Repacked  
in Disposed Cases  
from 1918 and Back

Disposal  
7/27/05  
gp

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

11. Signature of Agency representative: 5775-5803



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<br>1. Anne Arundel Community College                                    |  | ACCESSION NO.<br><br>03W/681                          | DATE REC'D<br>3-14-03 |
| B. DIVISION/UNIT<br>Business Office/Accounts Payable                              |  |   | RM CODE<br>28.03.02   |
| C. MAILING ADDRESS<br>101 College Parkway<br>Arnold, MD 21012                     |  | LOCATION<br>RANGE SECTION(S)<br>103 33                | NO. OF CU. FT.<br>15  |
| D. PHONE NO.<br>(410) 777-2227, Mr. Glass<br>(410) 777-2549, Records Mgr.         |  | RECORDS CENTER MANAGER                                |                       |
| E. AGENCY OFFICIAL<br>Arthur Glass, Director of Business<br>& Financial Resources |  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |                       |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES                        | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 1              | Vouchers FY98, vch.#8000000-8001495;7/1/97-6/30/98<br>Batches 001-065 | Sch. 1908; Item 10<br>disposal 7/01/2005                |
| 2              | Vouchers FY98, vch.#8001496-8002934;7/1/97-6/30/98<br>Batches 066-146 | Sch. 1908; Item 10<br>disposal 7/01/2005                |
| 3              | Vouchers FY98, vch.#8002935-8005103;7/1/97-6/30/98<br>Batches 147-225 | Sch. 1908; Item 10<br>disposal 7/01/2005                |
| 4              | Vouchers FY98, vch.#8005104-8007555;7/1/97-6/30/98<br>Batches 226-300 | Sch. 1908; Item 10<br>disposal 7/01/2005                |
| 5              | Vouchers FY98, vch.#8007556-8009449;7/1/97-6/30/98<br>Batches 301-375 | Sch. 1908; Item 10<br>disposal 7/01/2005                |
| 6              | Vouchers FY98, vch.#8009450-8011550;7/1/97-6/30/98<br>Batches 376-460 | Sch. 1908; Item 10<br>disposal 7/01/2005                |
| 7              | Vouchers FY98, vch.#8011551-8013071,7/1/97-6/30/98<br>Batches 461-541 | Sch. 1908; Item 10<br>disposal 7/01/2005                |
| 8              | Vouchers FY98, vch.#8800510-8014544,7/1/97-6/30/98<br>Batches 543-625 | Sch. 1908; Item 10<br>disposal 7/01/2005                |
| 9              | Vouchers FY98, vch.#8014545-8800686,7/1/97-6/30/98<br>Batches 626-715 | Sch. 1908; Item 10<br>disposal 7/01/2005                |
| 10             | Vouchers FY98, vch.#8018085-8020153,7/1/97-6/30/98<br>Batches 716-800 | Sch. 1908; Item 10<br>disposal 7/01/2005                |
| 11             | Vouchers FY98, vch.#8800381-8021775,7/1/97-6/30/98<br>Batches 801-883 | Sch. 1908; Item 10<br>disposal 7/01/2005                |
| 12             | Vouchers FY98, vch.#8021776-8023449,7/1/97-6/30/98<br>Batches 884-956 | Sch. 1908; Item 10<br>disposal 7/01/2005                |

(continued on the next page)

*DISPOSAL*  
7-28-05

**Department of General Services  
P.O. Box 275, Jessup, MD 20794  
Records Transmittal and Receipt  
(continued)**

**Agency: Anne Arundel Comm College**  
**Division/Unit: Business Office/Accounts Payable**  
**Address: 101 College Parkway**  
**Arnold, MD 21012**  
**Phone No. (410) 777-2227**  
**Agency Official: Arthur Glass, Director of Business & Financial Resources**

| <u>2. Box. No.</u> | <u>3. Description of Records with Dates</u>              | <u>4. Disposal Authority</u>             |
|--------------------|--|--|
| 13.                | Vouchers FY98, vch. #8023450-8024930<br>Batches 957-1038 | Sch. 1908; Item 10<br>disposal 7/01/2005 |
| 14.                | Vouchers FY98, vch.#8024931-8026591<br>Batches 1039-1115 | Sch. 1908; Item 10<br>disposal 7/01/2005 |
| 15.                | Vouchers FY98, vch.#8026592-8800958<br>Batches 1116-1169 | Sch. 1908; Item 10<br>disposal 7/01/2005 |

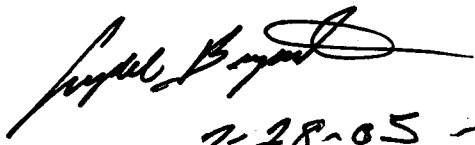
R-103  
S-33

① SPACE  
(S-33)



**RECORDS TRANSMITTAL AND RECEIPT**

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

| A. AGENCY<br>1. Anne Arundel Community College   |  | ACCESSION NO.<br><i>03W702</i>                                | DATE REC'D<br><i>3-17-03</i> |
|--|--|---|------------------------------|
| B. DIVISION/UNIT<br>Purchasing Office/Business Support   |  |   | RM CODE<br><i>28.03.02</i>   |
| C. MAILING ADDRESS<br>101 College Parkway<br>Arnold, MD 21012  |  | LOCATION<br>RANGE SECTION(S)<br><i>6 31</i>                   | NO. OF CU. FT.<br><i>7</i>   |
| D. PHONE NO.<br>(410) 777-2237-Mr. Behnken, Director<br>(410) 777-2549-Records Mgr.                    |  | RECORDS CENTER MANAGER  |                              |
| E. AGENCY OFFICIAL<br>Stanley Behnken, Dir. Purchasing   |  | <b>TO BE COMPLETED AT<br/>STATE RECORDS MANAGEMENT CENTER</b> |                              |
| 2. BOX NUMBERS   | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES                 | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE       |                              |
| 1  | Purchase Orders, FY1999, 7/1/1998-6/30/1999, #900000 - #901650 | Sch. 1910; Item 2 disposal 7/01/2005                          |                              |
| 2  | Purchase Orders, FY1999, 7/1/1998-6/30/1999, #901651 - #903150 | Sch. 1910; Item 2 disposal 7/01/2005                          |                              |
| 3  | Purchase Orders, FY1999, 7/1/1998-6/30/1999, #903151 - #904800 | Sch. 1910; Item 2 disposal 7/01/2005                          |                              |
| 4  | Purchase Orders, FY1999, 7/1/1998-6/30/1999, #904801 - #906500 | Sch. 1910; Item 2 disposal 7/01/2005                          |                              |
| 5  | Purchase Orders, FY1999, 7/1/1998-6/30/1999, #906501 - #908100 | Sch. 1910; Item 2 disposal 7/01/2005                          |                              |
| 6  | Purchase Orders, FY1999, 7/1/1998-6/30/1999, #908151 - #909450 | Sch. 1910; Item 2 disposal 7/01/2005                          |                              |
| 7  | Purchase Orders, FY1999, 7/1/1998-6/30/1999, #909451 - #910100 | Sch. 1910; Item 2 disposal 7/01/2005                          |                              |
| <br><i>7-28-05</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<br>1. Anne Arundel Community College   |  | ACCESSION NO.<br><b>04W/483</b>                       | DATE REC'D<br><b>11-26-03</b> |
| B. DIVISION/UNIT<br>Bookstore  |  |   | RM CODE<br><b>28.03.02</b>    |
| C. MAILING ADDRESS<br>101 College Parkway<br>Arnold, Maryland 21012                            |  | LOCATION<br>RANGE SECTION(S)<br><b>27 9</b>           | NO. OF CU. FT.<br><b>1</b>    |
| D. PHONE NO.<br>410-777-2549 Records Retention<br>410-777-2651 Bookstore                       |  | RECORDS CENTER MANAGER                                |                               |
| E. AGENCY OFFICIAL<br>Robert O. Felter, Records Retention<br>Steven Pegg, Manager of Bookstore |  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |                               |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES                          | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE   |
|----------------|---|---|
| 1              | Cash Register Reports/Credit Card Receipts;<br>3/1/2002-6/30/2002 ..... | Sch.1916; Item 2<br>disposal 6/30/2005<br><b>7/05</b><br><br><i>Robert Pegg</i><br><b>7-29-05</b><br><i>Steven Pegg</i> |

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

|  |  |                               |
|--|--|-------------------------------|
| <b>A. AGENCY</b><br>Anne Arundel Community College   | <b>ACCESSION NO.</b><br>04W484   | <b>DATE REC'D</b><br>11-26-03 |
| <b>B. DIVISION/UNIT</b><br>Bookstore   |  | <b>RM CODE</b><br>28.03.02    |
| <b>C. MAILING ADDRESS</b><br>101 College Parkway<br>Arnold, Maryland 21012                                 | <b>LOCATION</b><br>RANGE SECTION(S)<br>27 12                                   | <b>NO. OF CU. FT.</b><br>6    |
| <b>D. PHONE NO.</b><br>Records Retention Officer 410-777-2549<br>Bookstore Manager 410-777-2651            | <b>RECORDS CENTER MANAGER</b>  |                               |
| <b>E. AGENCY OFFICIAL</b><br>Robert O. Felter, Records Retention Officer<br>Steven Pegg, Bookstore Manager | <b>TO BE COMPLETED AT<br/>                 STATE RECORDS MANAGEMENT CENTER</b> |                               |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES          | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE     |
|----------------|---|---|
| 1              | Purchase Orders, A-M, 7/1/1998-6/30/1999, 1 of 6 .....  | Sch. 1916, Item 6 disposal 6/30/2005                        |
| 2              | Purchase Orders, 7/11/1998-6/11/1999, A-M, 2 of 6 ..... | Sch. 1916, Item 6 disposal 6/30/2005                        |
| 3              | Purchase Orders, 7/11/1998-6/11/1999, A-L, 3 of 6 ..... | Sch 1916, Item 6 disposal 6/30/2005                         |
| 4              | Purchase Orders, J-S, 7/1/1998-6/11/1999, 4 of 6 .....  | Sch 1916, Item 6 disposal 6/30/2005                         |
| 5              | Purchase Orders, T-V, 7/1/1998-6/11/1999, 5 of 6 .....  | Sch. 1916, Item 6 disposal 6/30/2005                        |
| 6              | Purchase Orders, N-Z, 7/1/1998-6/30/1999, 6 of 6 .....  | Sch 1916, Item 6 disposal 6/30/2005                         |
|                | & General Merchandise                                   | 7/05<br><i>[Signature]</i><br>7-29-05<br><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<br>1. Anne Arundel Community College   |  | ACCESSION NO.<br><b>04W485</b>                                | DATE REC'D<br><b>11-26-03</b> |
|--|--|---|-------------------------------|
| B. DIVISION/UNIT<br>Business Office  |  |   | RM CODE<br><b>28.03.02</b>    |
| C. MAILING ADDRESS<br>101 College Parkway<br>Arnold, MD 21012                              |  | LOCATION<br>RANGE SECTION(S)<br><b>50 31</b>                  | NO. OF CU. FT.<br><b>4</b>    |
| D. PHONE NO.<br>410-777-2532, Controller of Business<br>410-777-2549, Records Retention    |  | RECORDS CENTER MANAGER  |                               |
| E. AGENCY OFFICIAL<br>Melissa Beardmore, Controller<br>Robert O. Felter, Records Retention |  | <b>TO BE COMPLETED AT<br/>STATE RECORDS MANAGEMENT CENTER</b> |                               |
| 2. BOX NUMBERS   | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES                       | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE       |                               |
| 1  | Cash Receipts FY02, 5/29/2002-6/5/2002;<br>Sessions 5587-5634 .....  | Sch 1098; Item 9<br>disposal 7/1/2005                         |                               |
| 2  | Cash receipts FY02, 6/5/2002-6/11/2002;<br>Sessions 5636-5684 .....  | Sch 1098; Item 9<br>disposal 7/1/2005                         |                               |
| 3  | Cash Receipts FY02; 6/14/2002-6/17/2002;<br>Sessions 5685-5731 ..... | Sch1098; Item 9<br>disposal 7/1/2005                          |                               |
| 4  | Cash Receipts FY02; 6/17/2002-6/27/2002<br>Sessions 5733-5828.....   | Sch. 1098; Item 9<br>disposal 7/1/2005                        |                               |
|  |  | <i>DISPOSAL<br/>7/29/05<br/>LJS</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<br>1. Anne Arundel Community College   |  | ACCESSION NO.<br><br><b>04W486</b>                            | DATE REC'D<br><b>11-26-03</b> |
| B. DIVISION/UNIT<br>Business Office  |  |   | RM CODE<br><b>28.03.02</b>    |
| C. MAILING ADDRESS<br>101 College Parkway<br>Arnold, MD 21012                              |  | LOCATION<br>RANGE SECTION(S)<br><b>50 31</b>                  | NO. OF CU. FT.<br><b>3</b>    |
| D. PHONE NO.<br>410-777-2532, Controller of Business<br>410-777-2549, Records Retention    |  | RECORDS CENTER MANAGER  |                               |
| E. AGENCY OFFICIAL<br>Melissa Beardmore, Controller<br>Robert O. Felter, Records Retention |  | <b>TO BE COMPLETED AT<br/>STATE RECORDS MANAGEMENT CENTER</b> |                               |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES                                      | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| 1              | Daily Register Receipts FY02; box 1 of 3;<br>7/3/01-10/24/2001.....<br>J5968-J7771  | Sch1908; Item 9<br>disposal 7/1/2005                    |
| 2              | Daily Register Receipts FY02, box 2 of 3<br>10/21/2001-3/15/2002; J7780-J8844 ..... | Sch. 1908; Item 9<br>disposal 7/1/2005                  |
| 3              | Daily Register Receipts FY02, box 3 of 3<br>3/19/2002-6/27/2002; J8867-J9725.....   | Sch. 1908; Item#9<br>disposal 7/1/2005                  |

DISPOSAL  
7/29/05  
LJS

**RECORDS TRANSMITTAL AND RECEIPT**

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

|   |   |  |                               |
|---|---|--|-------------------------------|
| <b>A. AGENCY</b><br>1. Anne Arundel Community College   |   | <b>ACCESSION NO.</b><br><br>04W487   | <b>DATE REC'D</b><br>11.26.03 |
| <b>B. DIVISION/UNIT</b><br>Continuing Education/IRESL   |   |  | <b>RM CODE</b><br>28.03.02    |
| <b>C. MAILING ADDRESS</b><br>101 College Parkway<br>Arnold, MD 21012  |   | <b>LOCATION</b><br>RANGE      SECTION(S)<br>50            31                   | <b>NO. OF CU. FT.</b><br>1    |
| <b>D. PHONE NO.</b><br>Robert O. Felter, Reocrds Officer, 410-777-2549<br>Laura Weidner, Dir. IRESL, 410-777-2662 |   | <b>RECORDS CENTER MANAGER</b>  |                               |
| <b>E. AGENCY OFFICIAL</b><br>Robert O. Felter, Records Officer<br>Laura Weidner, Dir, IRESL                       |   | <b>TO BE COMPLETED AT<br/>                 STATE RECORDS MANAGEMENT CENTER</b> |                               |
| <b>2. BOX NUMBERS</b>   | <b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b>                   | <b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b>                 |                               |
| 1   | Program Files, student folders, IRESL, 1/2000- <del>7</del> /2002 ..... | Sch.1927, Item #3<br>disposal 7/1/2005<br><br>DISPOSAL<br>7/29/05<br>JFS       |                               |



E

DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 275, JESSUP, MARYLAND 20794 (TELEPHONE 410-799-1930)  
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type or Print Clearly All Entries

|  |                              |                |
|--|------------------------------|----------------|
| A. Agency<br>1. University of Maryland<br>Baltimore County                     | Accession No.                | Date Rec'd     |
|  | 00W1266                      | 5-17-00        |
| B. Division/Unit<br>Office of the Vice President<br>for Administrative Affairs | Location<br>Range Section(s) | RM Code        |
|  | 32 10                        | 28.01.06       |
| C. Mailing Address<br>1000 Hilltop Circle<br>Baltimore, MD 21250               |                              | No. of Cu. Ft. |
| D. Phone No.<br>(410) 455 2939   |                              | 1              |
| E. Agency Official<br>William S. Scott, Jr.                                    | Records Center Manager       |                |
| To Be Completed at<br>State Records Management Center                          |                              |                |

|                |  |  |
|----------------|--|--|
| 2. Box Numbers | 3. Description of Records with Inclusive Details   | 4. Disposal Authority<br>Schedule. Item No.<br>Disposal Date   |
| 1.             | UMBC Y2K Risk Management<br>Business Continuity and<br>Contingency Plan, Y2K Coordinator<br>Documents, and other Y2K<br>related documents. | Maryland<br>Year 2000<br>Program -<br>Agency Y2K<br>Document<br>Retention<br>Guidelines<br><br>dated<br>February 15,<br>2000<br>Returned to<br>Agency<br>July 15, 2005 |

*gmr*





**RECORDS TRANSMITTAL AND RECEIPT**

*Partial Disposal*

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

|   |   |   |                               |
|---|---|---|-------------------------------|
| A. AGENCY<br>1. <i>UM Baltimore</i>           |   | ACCESSION NO.<br><i>04W644</i>  | DATE REC'D                    |
| B. DIVISION/UNIT<br><i>Financial Services</i> |   |   | RM CODE<br><i>28.01.05.00</i> |
| C. MAILING ADDRESS                            |   | LOCATION<br>RANGE SECTION(S)<br><i>105 7-13</i>                               | NO. OF CU. FT.<br><i>172</i>  |
| D. PHONE NO.                                  |   | RECORDS CENTER MANAGER  |                               |
| E. AGENCY OFFICIAL                            |   | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER                         |                               |
| 2. BOX NUMBERS                                | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES                | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE                       |                               |
| <i>Boxes<br/>1-30<br/>87-170<br/>172-229</i>  | <i>SAVE Boxes 31 Thru 86<br/>and Box 171<br/>until 7/2009</i> | <i>Sche # 2303<br/>Item # 1<br/>7/2005<br/><br/>Disposal<br/>8-2-05<br/>A</i> |                               |

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
STATE RECORDS CENTER

P.O. BOX 275  
JESSUP, MARYLAND 20794-0275  
410-799-1379

June 6, 2005

DEPT FINANCIAL SERV  
2005 JUN 14 PM 12: 25

JUN 29 - 2005

28.01.05.00  
MR. WAYNE ALLEN  
UNIVERSITY OF MARYLAND @ BALTIMORE/FINANCIAL SERVICES  
737 WEST LOMBARD STREET  
BALTIMORE, MD 21201

SUBJECT: DISPOSAL CLEARANCE

The records listed on attached sheet are eligible for disposal. They will be destroyed as scheduled if no reply is received by July 6, 2005. If you do not concur in this action, please return this letter and justify continued retention on the space below. Cite Accession Number and include a new disposal for these records.

Sincerely,

Gabriel Lopez  
Records Center Manager

6/27/05  
Mr. Lopez  
Please retain the boxes as  
cited below.

Wayne Allen

We must retain the following records from Accession  
No. 04W644 for fiscal year 2002,

• Boxes 31 through 86

In accordance with the Financial Services' Record  
Retention Schedule No. 2302, Student Accounting  
(SA) records are to be maintained for seven  
years. These boxes should have a disposal  
date of 6/30/2009, since they related to fiscal  
Yr 2002.

• Box 171

This box must be retained, since the records  
relate to personnel records and the disposal

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

|  |  |  |                                 |
|--|--|--|---------------------------------|
| A. AGENCY<br>1. University of Maryland Baltimore                           |  | ACCESSION NO.<br><b>04W644</b>   | DATE RECEIVED<br><b>2-4-04</b>  |
| B. DIVISION/UNIT<br>Financial Services                                     |  |  | ROOM CODE<br><b>28.01.05.00</b> |
| C. MAILING ADDRESS<br>737 West Lombard Street<br>Baltimore, Maryland 21201 |  | LOCATION<br>RANGE SECTION(S)<br><b>105 7-13</b>  | NO. OF CU. FT.<br><b>229 57</b> |
| D. PHONE NO.<br>410-706-7295   |  | RECORDS CENTER MANAGER   |                                 |
| E. AGENCY OFFICIAL<br>Wayne F. Allen                                       |  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER  |                                 |
| 2. BOX NUMBERS   | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES   | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  |                                 |
|  | <b>General Accounting Records (1429)</b><br><b>Fiscal Year: 2002</b><br><b>Boxes: 1 - 229</b><br><b>Disposal Date: 6/29/09</b><br><b>Agency Code: R31</b><br><br>Note: Boxes 186 A&B<br>188 A&B<br>189 A&B<br>190 A&B<br>191 A&B | <b>Schedule#: <del>1429</del> 2302</b><br><b>Item#: 1</b><br><b>Disposal Date: <del>6/30/09</del></b><br><i>July 2005</i><br><br><b>* MISSING</b><br><b>Boxes # 26, 27</b><br><b>28, 29 + 30</b> |                                 |
| <i>partial</i>   | <i>Save Boxes - 31 Thru - 86</i><br><i>and Box 171</i>   | <i>until 7/2009</i>  |                                 |

FISCAL YEAR 2002

ACCESSION NUMBER:

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES | 4. DISPOSAL AUTHORITY |          |               |
|----------------|---|-----------------------|----------|---------------|
|                |   | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 1              | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 2              | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 3              | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 4              | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 5              | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 6              | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 7              | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 8              | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 9              | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 10             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 11             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 12             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 13             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 14             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 15             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 16             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 17             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |

*Disposal*

7/2005

FISACL YEAR 2002

ACCESSION NUMBER:

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES | 4. DISPOSAL AUTHORITY |          |               |
|----------------|---|-----------------------|----------|---------------|
|                |   | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 18             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 19             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 20             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 21             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 22             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 23             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 24             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 25             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 26             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 27             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 28             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 29             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 30             | RESTRICTED FUNDS  | 1429                  | 1        | 6/30/09       |
| 31             | S/A 01/02 Mgr's SAR info                                | 1429                  | 1        | 6/30/09       |
| 32             | S/A AFSA Recs, Loan req. folders                        | 1429                  | 1        | 6/30/09       |
| 33             | S/A AOR & FISAP backup                                  | 1429                  | 1        | 6/30/09       |
| 34             | S/A AOR history   | 1429                  | 1        | 6/30/09       |

Missing  
Missing  
Missing  
Missing  
Missing

*Disposal*

*7/05*

*SAVE*

*7/2009*

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES | 4. DISPOSAL AUTHORITY |          |               |
|----------------|---|-----------------------|----------|---------------|
|                |   | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 35             | S/A AOR history part 2                                  | 1429                  | 1        | 6/30/09       |
| 36             | S/A Award Letter history info                           | 1429                  | 1        | 6/30/09       |
| 37             | S/A C1 2151 - 2450                                      | 1429                  | 1        | 6/30/09       |
| 38             | S/A C1- 2451 - 2779                                     | 1429                  | 1        | 6/30/09       |
| 39             | S/A C1- 2780 - C2-2092                                  | 1429                  | 1        | 6/30/09       |
| 40             | S/A C1-2747 - C1-2952, J32702-32742                     | 1429                  | 1        | 6/30/09       |
| 41             | S/A Cash collections, deposits, & slips                 | 1429                  | 1        | 6/30/09       |
| 42             | S/A CD 2000 - 2309                                      | 1429                  | 1        | 6/30/09       |
| 43             | S/A CD 2310 - 2509                                      | 1429                  | 1        | 6/30/09       |
| 44             | S/A CD 2510 - 2849                                      | 1429                  | 1        | 6/30/09       |
| 45             | S/A CD2850 - C12150                                     | 1429                  | 1        | 6/30/09       |
| 46             | S/A Emergency Loan Prom notes                           | 1429                  | 1        | 6/30/09       |
| 47             | S/A FISAP, AOR, HSS history info                        | 1429                  | 1        | 6/30/09       |
| 48             | S/A Hegis, Schedule Audit history                       | 1429                  | 1        | 6/30/09       |
| 49             | S/A J 12500 - J1 2532                                   | 1429                  | 1        | 6/30/09       |
| 50             | S/A J1 2533 - J1 2573                                   | 1429                  | 1        | 6/30/09       |
| 51             | S/A J2 2661 - J3 2532                                   | 1429                  | 1        | 6/30/09       |

*Save*

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES | 4. DISPOSAL AUTHORITY |          |               |
|----------------|---|-----------------------|----------|---------------|
|                |   | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 52             | S/A J2-2500 - 2660                                      | 1429                  | 1        | 6/30/09       |
| 53             | S/A J3 2554 - 2735                                      | 1429                  | 1        | 6/30/09       |
| 54             | S/A JV2500 - 2710                                       | 1429                  | 1        | 6/30/09       |
| 55             | S/A JV2711-2737, CD2890-2989,A12000-12091               | 1429                  | 1        | 6/30/09       |
| 56             | S/A PIF "S"   | 1429                  | 1        | 6/30/09       |
| 57             | S/A PIF A-BI  | 1429                  | 1        | 6/30/09       |
| 58             | S/A PIF Bm-C  | 1429                  | 1        | 6/30/09       |
| 59             | S/A PIF D-F   | 1429                  | 1        | 6/30/09       |
| 60             | S/A PIF G-J   | 1429                  | 1        | 6/30/09       |
| 61             | S/A PIF history 1                                       | 1429                  | 1        | 6/30/09       |
| 62             | S/A PIF history 2                                       | 1429                  | 1        | 6/30/09       |
| 63             | S/A PIF history 3                                       | 1429                  | 1        | 6/30/09       |
| 64             | S/A PIF history 4                                       | 1429                  | 1        | 6/30/09       |
| 65             | S/A PIF history 5                                       | 1429                  | 1        | 6/30/09       |
| 66             | S/A PIF history 6                                       | 1429                  | 1        | 6/30/09       |
| 67             | S/A PIF history 7                                       | 1429                  | 1        | 6/30/09       |
| 68             | S/A PIF history 8                                       | 1429                  | 1        | 6/30/09       |

*Save*



| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES | 4. DISPOSAL AUTHORITY |          |               |
|----------------|---|-----------------------|----------|---------------|
|                |   | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 69             | S/A PIF K-Ma  | 1429                  | 1        | 6/30/09       |
| 70             | S/A PIF Mb-O  | 1429                  | 1        | 6/30/09       |
| 71             | S/A PIF P-R   | 1429                  | 1        | 6/30/09       |
| 72             | S/A PIF T-Z   | 1429                  | 1        | 6/30/09       |
| 73             | S/A Refund Batch lists                                  | 1429                  | 1        | 6/30/09       |
| 74             | S/A Returned checks                                     | 1429                  | 1        | 6/30/09       |
| 75             | S/A Returned to Lender Checks                           | 1429                  | 1        | 6/30/09       |
| 76             | S/A Scholarship refunds July - Oct                      | 1429                  | 1        | 6/30/09       |
| 77             | S/A Scholarships history                                | 1429                  | 1        | 6/30/09       |
| 78             | S/A Scholarships refunds Feb - May                      | 1429                  | 1        | 6/30/09       |
| 79             | S/A Scholarships refunds Oct - March                    | 1429                  | 1        | 6/30/09       |
| 80             | S/A stipends  | 1429                  | 1        | 6/30/09       |
| 81             | S/A Tom's Bank statements                               | 1429                  | 1        | 6/30/09       |
| 82             | S/A Tom's clearing acct info                            | 1429                  | 1        | 6/30/09       |
| 83             | S/A Tom's Insurance Data/ACH data                       | 1429                  | 1        | 6/30/09       |
| 84             | S/A Tom's top drawer                                    | 1429                  | 1        | 6/30/09       |
| 85             | S/A undeliverable 1098 T's & flashpacks                 | 1429                  | 1        | 6/30/09       |

Save

FISACL YEAR 2002

ACCESSION NUMBER:

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES | 4. DISPOSAL AUTHORITY |          |               |
|----------------|---|-----------------------|----------|---------------|
|                |   | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| → 86           | S/A Year end EFT transfer EFN                           | 1429                  | 1        | 6/30/09       |
| 87             | Travel On July - June                                   | 1429                  | 1        | 6/30/09       |
| 88             | Omega Travel July - Jan.                                | 1429                  | 1        | 6/30/09       |
| 89             | Omega Travel Feb. - June                                | 1429                  | 1        | 6/30/09       |
| 90             | Travel Expense Statements A - Ba                        | 1429                  | 1        | 6/30/09       |
| 91             | Travel Expense Statements Be - By                       | 1429                  | 1        | 6/30/09       |
| 92             | Travel Expense Statements Ca - Dh                       | 1429                  | 1        | 6/30/09       |
| 93             | Travel Expense Statements Di - Fn                       | 1429                  | 1        | 6/30/09       |
| 94             | Travel Expense Statements Fo - G                        | 1429                  | 1        | 6/30/09       |
| 95             | Travel Expense Statements Ha - Ho                       | 1429                  | 1        | 6/30/09       |
| 96             | Travel Expense Statements Hp - Kim                      | 1429                  | 1        | 6/30/09       |
| 97             | Travel Expense Statements Kin - L                       | 1429                  | 1        | 6/30/09       |
| 98             | Travel Expense Statements M - My                        | 1429                  | 1        | 6/30/09       |
| 99             | Travel Expense Statements Mc - Pa                       | 1429                  | 1        | 6/30/09       |
| 100            | Travel Expense Statements Pe - Ro                       | 1429                  | 1        | 6/30/09       |
| 101            | Travel Expense Statements Ru - Si                       | 1429                  | 1        | 6/30/09       |
| 102            | Travel Expense Statements Sm - To                       | 1429                  | 1        | 6/30/09       |

SAVE →

Disposal

7/05

FISACL YEAR 2002

ACCESSION NUMBER:

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES                            | 4. DISPOSAL AUTHORITY |          |               |
|----------------|--|-----------------------|----------|---------------|
|                |  | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 103            | Travel Expense Statements U - Wi   | 1429                  | 1        | 6/30/09       |
| 104            | Travel Expense Statements Wj - Z   | 1429                  | 1        | 6/30/09       |
| 105            | Working Fund Batches A92000 - A92047   | 1429                  | 1        | 6/30/09       |
| 106            | Working Fund Batches A92048 - A92094   | 1429                  | 1        | 6/30/09       |
| 107            | Working Fund Batches A92095 - A92133   | 1429                  | 1        | 6/30/09       |
| 108            | Working Fund Batches A92134 - A92189   | 1429                  | 1        | 6/30/09       |
| 109            | Working Fund Batches A92190 - A92236   | 1429                  | 1        | 6/30/09       |
| 110            | Working Fund Batches A92237 - A92276   | 1429                  | 1        | 6/30/09       |
| 111            | Working Fund Batches A92277 - A92313   | 1429                  | 1        | 6/30/09       |
| 112            | Working Fund Batches A92314 - A92353   | 1429                  | 1        | 6/30/09       |
| 113            | Working Fund Batches A92354 - A92399   | 1429                  | 1        | 6/30/09       |
| 114            | Working Fund Batches A92400 - A92450   | 1429                  | 1        | 6/30/09       |
| 115            | Working Fund Batches A92451 - A92492   | 1429                  | 1        | 6/30/09       |
| 116            | Working Fund Batches A92493 - A92522   | 1429                  | 1        | 6/30/09       |
| 117            | WFA Correspondence - Accounts Payable - Financial Services Team Building (Box 1)   | 1429                  | 1        | 6/30/09       |
| 118            | WFA Correspondence - Financial Services FAS Reports - Mgr.-Student Accounting (Box | 1429                  | 1        | 6/30/09       |
| 119            | WFA Correspondence - Student BC/BS - School of Social Work (Box 3)                 | 1429                  | 1        | 6/30/09       |

7/05

Disposal

FISACL YEAR 2002

ACCESSION NUMBER:

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES | 4. DISPOSAL AUTHORITY |          |               |
|----------------|---|-----------------------|----------|---------------|
|                |   | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 120            | A12681-A12760   | 1429                  | 1        | 6/30/09       |
| 121            | A12611-A12680   | 1429                  | 1        | 6/30/09       |
| 122            | A12541-A12610   | 1429                  | 1        | 6/30/09       |
| 123            | A12471-A1240  | 1429                  | 1        | 6/30/09       |
| 124            | A12400-A12470   | 1429                  | 1        | 6/30/09       |
| 125            | A22291-A22390   | 1429                  | 1        | 6/30/09       |
| 126            | A22211-A22290   | 1429                  | 1        | 6/30/09       |
| 127            | A22131-A22210   | 1429                  | 1        | 6/30/09       |
| 128            | A22041-A22130   | 1429                  | 1        | 6/30/09       |
| 129            | A12781-A22040   | 1429                  | 1        | 6/30/09       |
| 130            | A22661-A22750   | 1429                  | 1        | 6/30/09       |
| 131            | A32036-A32119   | 1429                  | 1        | 6/30/09       |
| 132            | A22571-A22660   | 1429                  | 1        | 6/30/09       |
| 133            | A22481-A22570   | 1429                  | 1        | 6/30/09       |
| 134            | A22391-A22480   | 1429                  | 1        | 6/30/09       |
| 135            | A32577-A32638   | 1429                  | 1        | 6/30/09       |
| 136            | A32492-A32576   | 1429                  | 1        | 6/30/09       |

*Disposed*

*7/05*

FISACL YEAR 2002

ACCESSION NUMBER:

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES | 4. DISPOSAL AUTHORITY |          |               |
|----------------|---|-----------------------|----------|---------------|
|                |   | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 137            | A32120-A32185   | 1429                  | 1        | 6/30/09       |
| 138            | A32186-A32249   | 1429                  | 1        | 6/30/09       |
| 139            | A22751-A32035   | 1429                  | 1        | 6/30/09       |
| 140            | A32765-A42030   | 1429                  | 1        | 6/30/09       |
| 141            | A42178-A42245   | 1429                  | 1        | 6/30/09       |
| 142            | A32250-A32337   | 1429                  | 1        | 6/30/09       |
| 143            | A32411-A32491   | 1429                  | 1        | 6/30/09       |
| 144            | A32338-A32410   | 1429                  | 1        | 6/30/09       |
| 145            | A52000-A52070   | 1429                  | 1        | 6/30/09       |
| 146            | A42246-A42320   | 1429                  | 1        | 6/30/09       |
| 147            | A42031-A42103   | 1429                  | 1        | 6/30/09       |
| 148            | A42104-A42177   | 1429                  | 1        | 6/30/09       |
| 149            | A32639-A32699   | 1429                  | 1        | 6/30/09       |
| 150            | A32700-A32764   | 1429                  | 1        | 6/30/09       |
| 151            | A42521-A42585   | 1429                  | 1        | 6/30/09       |
| 152            | A42464-A42520   | 1429                  | 1        | 6/30/09       |
| 153            | A42391-A42460   | 1429                  | 1        | 6/30/09       |

*Disposal*

7/05

FISACL YEAR 2002

ACCESSION NUMBER:

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES | 4. DISPOSAL AUTHORITY |          |               |
|----------------|---|-----------------------|----------|---------------|
|                |   | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 154            | A42321-A42390   | 1429                  | 1        | 6/30/09       |
| 155            | A42586-A42650   | 1429                  | 1        | 6/30/09       |
| 156            | A42651-A42720   | 1429                  | 1        | 6/30/09       |
| 157            | A52313-A52385   | 1429                  | 1        | 6/30/09       |
| 158            | A52236-A52312   | 1429                  | 1        | 6/30/09       |
| 159            | A52146-A52232   | 1429                  | 1        | 6/30/09       |
| 160            | A52386-A52454   | 1429                  | 1        | 6/30/09       |
| 161            | A52071-A52145   | 1429                  | 1        | 6/30/09       |
| 162            | 224300-228499<br>PO'S                                   | 1429                  | 1        | 6/30/09       |
| 163            | B80400-B82499<br>PO'S                                   | 1429                  | 1        | 6/30/09       |
| 164            | 219500-224299<br>PO'S                                   | 1429                  | 1        | 6/30/09       |
| 165            | 827000-B84999<br>PO'S                                   | 1429                  | 1        | 6/30/09       |
| 166            | 232300-233900<br>PO'S                                   | 1429                  | 1        | 6/30/09       |
| 167            | 200000-232200<br>PO'S                                   | 1429                  | 1        | 6/30/09       |
| 168            | Visa Procurement Records (Box 1)                        | 1429                  | 1        | 6/30/09       |
| 169            | Visa Procurement Records (Box 2)                        | 1429                  | 1        | 6/30/09       |
| 170            | Administrative Correspondence                           | 1429                  | 1        | 6/30/09       |

*Disposal*

7/05

FISACL YEAR 2002

ACCESSION NUMBER:

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES | 4. DISPOSAL AUTHORITY |          |               |
|----------------|---|-----------------------|----------|---------------|
|                |   | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| → 171          | Personnel Records                                       | 1429                  | 1        | 6/30/09       |
| 172            | Payroll Transfers PT 2000-2085                          | 1429                  | 1        | 6/30/09       |
| 173            | Payroll Transfers PT 2086-2169                          | 1429                  | 1        | 6/30/09       |
| 174            | Payroll Transfers PT 2170-2249                          | 1429                  | 1        | 6/30/09       |
| 175            | Payroll Transfer PT 2250-2327                           | 1429                  | 1        | 6/30/09       |
| 176            | Payroll Transfer PT 2328-2416                           | 1429                  | 1        | 6/30/09       |
| 177            | Payroll Transfers PT 2417-2489                          | 1429                  | 1        | 6/30/09       |
| 178            | Payroll Transfers PT 2490-2563                          | 1429                  | 1        | 6/30/09       |
| 179            | Payroll Transfers PT 2564-2627                          | 1429                  | 1        | 6/30/09       |
| 180            | Payroll Transfers PT 2628 - 2686                        | 1429                  | 1        | 6/30/09       |
| 181            | Payroll Journal 6/30/02                                 | 1429                  | 1        | 6/30/09       |
| 182            | Payroll Journal 6/29/02                                 | 1429                  | 1        | 6/30/09       |
| 183            | Payroll Check Register 12/29/01 - 1/26/02               | 1429                  | 1        | 6/30/09       |
| 184            | Payroll - One Pays                                      | 1429                  | 1        | 6/30/09       |
| 185            | Payroll - Paycards 7/20/01                              | 1429                  | 1        | 6/30/09       |
| 186            | Payroll Journals 2/9/02 - 2/23/02                       | 1429                  | 1        | 6/30/09       |
| 187            | Payroll - Paycards 1/4/02 - 6/30/02                     | 1429                  | 1        | 6/30/09       |

SAVE

7/2009

Disposal

7/05

FISACL YEAR 2002

ACCESSION NUMBER:

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES | 4. DISPOSAL AUTHORITY |          |               |
|----------------|---|-----------------------|----------|---------------|
|                |   | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 188            | Payroll Journals 1/12/02 - 1/26/02                      | 1429                  | 1        | 6/30/09       |
| 189            | Payroll Journals 6/1/02 - 6/15/02                       | 1429                  | 1        | 6/30/09       |
| 190            | Payroll Journals 3/9/02 - 3/23/02                       | 1429                  | 1        | 6/30/09       |
| 191            | Payroll Journals 5/4/02 - 5/18/02                       | 1429                  | 1        | 6/30/09       |
| 192            | Payroll Check Register 5/4/02 - 5/18/02                 | 1429                  | 1        | 6/30/09       |
| 193            | Payroll Check Register 2/9/02 - 2/23/02                 | 1429                  | 1        | 6/30/09       |
| 194            | Payroll Check Register 11/3/01                          | 1429                  | 1        | 6/30/09       |
| 195            | Payroll Check Register 3/9/02 - 3/23/02                 | 1429                  | 1        | 6/30/09       |
| 196            | Payroll Check Register 4/6/02 - 4/20/02                 | 1429                  | 1        | 6/30/09       |
| 197            | Payroll Check Register 6/1/02 - 6/29/02                 | 1429                  | 1        | 6/30/09       |
| 198            | Payroll One Pays FY 02 - FY03                           | 1429                  | 1        | 6/30/09       |
| 199            | Payroll Entries N - STI                                 | 1429                  | 1        | 6/30/09       |
| 200            | Payroll - Journals 9/22/01                              | 1429                  | 1        | 6/30/09       |
| 201            | Payroll Entries I - Mc                                  | 1429                  | 1        | 6/30/09       |
| 202            | Payroll Entries DO - HY                                 | 1429                  | 1        | 6/30/09       |
| 203            | Payroll Entries A - DJ                                  | 1429                  | 1        | 6/30/09       |
| 204            | Payroll Entries STO - Z                                 | 1429                  | 1        | 6/30/09       |

7/05



FISACL YEAR 2002

ACCESSION NUMBER:

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES                   | 4. DISPOSAL AUTHORITY |          |               |
|----------------|---|-----------------------|----------|---------------|
|                |   | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 205            | QA-01 JV2000 to JV2187  | 1429                  | 1        | 6/30/09       |
| 206            | QA-02 JV2188 to JV22012   | 1429                  | 1        | 6/30/09       |
| 207            | QA-03 JV22013 to JV22235  | 1429                  | 1        | 6/30/09       |
| 208            | QA-04 JV22236 to JV22234  | 1429                  | 1        | 6/30/09       |
| 209            | QA-05 J322235 to J42173   | 1429                  | 1        | 6/30/09       |
| 210            | QA-06 J42174 to J52128  | 1429                  | 1        | 6/30/09       |
| 211            | QA-07 J52129 to J52344  | 1429                  | 1        | 6/30/09       |
| 212            | QA-08 J52345 to J52415<br>MN2000 to 2933                                  | 1429                  | 1        | 6/30/09       |
| 213            | QA-09 MN2934 to MN2970, MB27000 to<br>MB2865, TC2000 to IC,I4,IA          | 1429                  | 1        | 6/30/09       |
| 214            | QA-10 CD2000 to CD2333, 314,315,316,etc<br>J22576                         | 1429                  | 1        | 6/30/09       |
| 215            | QA-11 CD2345 to CD2663  | 1429                  | 1        | 6/30/09       |
| 216            | QA-12 CD2671 to CD2973  | 1429                  | 1        | 6/30/09       |
| 217            | QA-13 CD2980 to CD12341   | 1429                  | 1        | 6/30/09       |
| 218            | QA-14 C12348 to C12561  | 1429                  | 1        | 6/30/09       |
| 219            | QA-15 C12657 to C22023  | 1429                  | 1        | 6/30/09       |
| 220            | QA-16 C22025 to C22086, J22500 to J23644                                  | 1429                  | 1        | 6/30/09       |
| 221            | QA-17 CB Lockbox 4/23/01 to 9/28/01<br>J52161 to J52367, JV2000 to JV2192 | 1429                  | 1        | 6/30/09       |

*Disposal*

7/05

FISACL YEAR 2002

ACCESSION NUMBER:

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES    | 4. DISPOSAL AUTHORITY |          |               |
|----------------|--|-----------------------|----------|---------------|
|                |  | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 222            | QA-18 CB Lockbox 10/11/01 to 12/24/01, J12235 to J32087    | 1429                  | 1        | 6/30/09       |
| 223            | QA-19 CB Lockbox 1/14/02 to 6/14/02 J32095 to J52373       | 1429                  | 1        | 6/30/09       |
| 224            | QA-20 DB Audit Reports 4/02 to 6/02                        | 1429                  | 1        | 6/30/09       |
| 225            | QA-23 Central billing month end and invoices 3/02 to 6/02  | 1429                  | 1        | 6/30/09       |
| 226            | QA-22 Central billing month end and invoices 11/01 to 2/02 | 1429                  | 1        | 6/30/09       |
| 227            | QA-20 Closing FY 95 & FY 96                                | 1429                  | 1        | 6/30/09       |
| 228            | QA-21 Closing FY 97  | 1429                  | 1        | 6/30/09       |
| 229            | SDGVSGG  | 1429                  | 1        | 6/30/09       |

*Disposal*

*7/05*

*Missing*

Total Number of Boxes = 229

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

|  |  |   |   |
|--|--|---|---|
| A. AGENCY<br>1. University of Maryland, Baltimore                    |  | ACCESSION NO.<br><b>00W843</b>                        | DATE REC'D<br><b>2-22-00</b>              |
| B. DIVISION/UNIT<br>Financial Services                               |  |   | RM CODE<br><b>28.01.05.00</b>             |
| C. MAILING ADDRESS<br>737 West Lombard Street<br>Baltimore, MD 21201 |  | LOCATION<br>RANGE SECTION(S)<br><b>67 6-10</b>        | NO. OF CU. FT.<br><b>193<sup>36</sup></b> |
| D. PHONE NO.<br>(410) 706-7295                                       |  | RECORDS CENTER MANAGER                                |   |
| E. AGENCY OFFICIAL<br>Wayne F. Allen <i>Wayne F. Allen</i>           |  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |   |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  |
|----------------|---|--|
|                | <p>General Accounting Records (1429)<br/> <u>FY 1998</u><br/> Boxes 1 - 193<br/> Disposal Date: 6/30/2005<br/> Agency Code: R31</p> <p><i>Boxes - 1 Thru - 157</i><br/> <i>Boxes - 158 Thru 193</i></p> | <p>Sche. # <del>1429</del> 2302<br/> Item # 1<br/> July 2005<br/> <del>July 2004</del><br/> <i>partial disposal date</i><br/> - Disposal Date - July 2005</p> <p>* MISSING<br/> Boxes # 107,<br/> 186 + 188</p> <p>DISPOSAL<br/> 8/1/05<br/> <i>ES</i></p> |

|     |                                   |      |   |         |
|-----|-----------------------------------|------|---|---------|
| 190 | J12516-J12520 - 10/21/97-11/18/97 | 1429 | 1 | 6/30/05 |
| 191 | J12521-J12541 - 11/25/97-1/29/98  | 1429 | 1 | 6/30/05 |
| 192 | J12542-J12568 - 1/30/98-4/9/98    | 1429 | 1 | 6/30/05 |
| 193 | J12569-J12597 - 4/10/98-6/15/98   | 1429 | 1 | 6/30/05 |

R-67

S-6-110

MISSING BOXES

107-186-188

18-ENTRY SPACES

8-10-11

| 2. BOX<br>NUMBER | 3. DESCRIPTION OF RECORDS<br>WITH INCLUSIVE DATES                     | 4. DISPOSAL AUTHORITY |          | DISPOSAL DATE |
|------------------|---|-----------------------|----------|---------------|
|                  |   | SCHEDULE              | ITEM NO. |               |
| 1                | Payroll Entries A - D FY98  | 1429                  | 1        | 6/30/05       |
| 2                | Payroll Entries E - J FY98  | 1429                  | 1        | 6/30/05       |
| 3                | Payroll Entries K - P FY98  | 1429                  | 1        | 6/30/05       |
| 4                | Payroll Entries Q - Z FY98  | 1429                  | 1        | 6/30/05       |
| 5                | Payroll Transfers PT2002 - PT2087 FY98                                | 1429                  | 1        | 6/30/05       |
| 6                | Payroll Transfers PT2088 - PT2182 FY98                                | 1429                  | 1        | 6/30/05       |
| 7                | Payroll Transfers PT2183 - PT2274 FY98                                | 1429                  | 1        | 6/30/05       |
| 8                | Payroll Transfers PT2275 - PT2371 FY98                                | 1429                  | 1        | 6/30/05       |
| 9                | Payroll Transfers PT2372 - PT2432 FY98                                | 1429                  | 1        | 6/30/05       |
| 10               | Statement of Payroll Charges PP #1 & #2 FY98                          | 1429                  | 1        | 6/30/05       |
| 11               | Statement of Payroll Charges PP #3 & #4 FY98                          | 1429                  | 1        | 6/30/05       |
| 12               | Statement of Payroll Charges PP #5 & #6 FY98                          | 1429                  | 1        | 6/30/05       |
| 13               | Statement of Payroll Charges PP #7 & #8 (02-1,<br>02-3 & 02-4) FY98   | 1429                  | 1        | 6/30/05       |
| 14               | Statement of Payroll Charges PP #8 (02-5) &<br>#9 FY98                | 1429                  | 1        | 6/30/05       |
| 15               | Statement of Payroll Charges PP #10 & #11<br>(02-1, 02-3 & 02-4) FY98 | 1429                  | 1        | 6/30/05       |
| 16               | Statement of Payroll Charges PP #11 (02-5) &<br>#12 FY98              | 1429                  | 1        | 6/30/05       |
| 17               | Statement of Payroll Charges PP #13 & #14<br>(02-1 & 02-3) FY98       | 1429                  | 1        | 6/30/05       |
| 18               | Statement of Payroll Charges PP #14 (02-4 &<br>02-5) & #15 FY98       | 1429                  | 1        | 6/30/05       |
| 19               | Statement of Payroll Charges PP #16 FY98                              | 1429                  | 1        | 6/30/05       |
| 20               | Statement of Payroll Charges PP #17 FY98                              | 1429                  | 1        | 6/30/05       |
| 21               | Statement of Payroll Charges PP #18 FY98                              | 1429                  | 1        | 6/30/05       |
| 22               | Statement of Payroll Charges PP #19 FY98                              | 1429                  | 1        | 6/30/05       |
| 23               | Statement of Payroll Charges PP #20 FY98                              | 1429                  | 1        | 6/30/05       |
| 24               | Statement of Payroll Charges PP #21 FY98                              | 1429                  | 1        | 6/30/05       |
| 25               | Statement of Payroll Charges PP #22 FY98                              | 1429                  | 1        | 6/30/05       |
| 26               | Statement of Payroll Charges PP #23 FY98                              | 1429                  | 1        | 6/30/05       |
| 27               | Statement of Payroll Charges PP #24 FY98                              | 1429                  | 1        | 6/30/05       |
| 28               | Statement of Payroll Charges PP #25 FY98                              | 1429                  | 1        | 6/30/05       |
| 29               | Statement of Payroll Charges PP #26 FY98                              | 1429                  | 1        | 6/30/05       |
| 30               | Statement of Payroll Charges PP #27 FY98                              | 1429                  | 1        | 6/30/05       |
| 31               | Statement of Payroll Charges PP #37 (FY97<br>Second Run) FY98         | 1429                  | 1        | 6/30/05       |
| 32               | Account Authorization Forms (Blue Sheets)<br>Box 1 FY98               | 1429                  | 1        | 6/30/05       |
| 33               | Account Authorization Forms (Blue Sheets)<br>Box 2 FY98               | 1429                  | 1        | 6/30/05       |
| 34               | Payroll Certs (FY96) FY98   | 1429                  | 1        | 6/30/05       |
| 35               | Payroll Certs FY98  | 1429                  | 1        | 6/30/05       |
| 36               | Working Fund Batch A92001 - A92045 FY98                               | 1429                  | 1        | 6/30/05       |
| 37               | Working Fund Batch A92046 - A92083 FY98                               | 1429                  | 1        | 6/30/05       |
| 38               | Working Fund Batch A92084 - A92122 FY98                               | 1429                  | 1        | 6/30/05       |
| 39               | Working Fund Batch A92123 - A92165 FY98                               | 1429                  | 1        | 6/30/05       |

|    |  |      |   |         |
|----|--|------|---|---------|
| 40 | Working Fund Batch A92166 - A92205 FY98                            | 1429 | 1 | 6/30/05 |
| 41 | Working Fund Batch A92206 - A92247 FY98                            | 1429 | 1 | 6/30/05 |
| 42 | Working Fund Batch A92248 - A92291 FY98                            | 1429 | 1 | 6/30/05 |
| 43 | Working Fund Batch A92292 - A92334 FY98                            | 1429 | 1 | 6/30/05 |
| 44 | Working Fund Batch A92335 - A92383 FY98                            | 1429 | 1 | 6/30/05 |
| 45 | Working Fund Batch A92384 - A92428 FY98                            | 1429 | 1 | 6/30/05 |
| 46 | Working Fund Batch A92429 - A92466 FY98                            | 1429 | 1 | 6/30/05 |
| 47 | Working Fund Batch A92467 - A92512 FY98                            | 1429 | 1 | 6/30/05 |
| 48 | Working Fund Batch A92513 - A92554 FY98                            | 1429 | 1 | 6/30/05 |
| 49 | Working Fund Batch A92555 - A92563 FY98                            | 1429 | 1 | 6/30/05 |
| 50 | Travel Expense Statements A - B FY98                               | 1429 | 1 | 6/30/05 |
| 51 | Travel Expense Statements C - E FY98                               | 1429 | 1 | 6/30/05 |
| 52 | Travel Expense Statements F - Hh FY98                              | 1429 | 1 | 6/30/05 |
| 53 | Travel Expense Statements Hi - L FY98                              | 1429 | 1 | 6/30/05 |
| 54 | Travel Expense Statements M - Pn FY98                              | 1429 | 1 | 6/30/05 |
| 55 | Travel Expense Statements Po - Sn FY98                             | 1429 | 1 | 6/30/05 |
| 56 | Travel Expense Statements So - V FY98                              | 1429 | 1 | 6/30/05 |
| 57 | Travel Expense Statements W - Z FY98                               | 1429 | 1 | 6/30/05 |
| 58 | WFA Correspondence - Accounts Payable -<br>Financial Analysis FY98 | 1429 | 1 | 6/30/05 |
| 59 | WFA Correspondence - Financial Services -<br>School of Law         | 1429 | 1 | 6/30/05 |
| 60 | WFA Correspondence - School of Nursing -<br>FMIS FY98              | 1429 | 1 | 6/30/05 |
| 61 | QA MN'S & EN'S   | 1429 | 1 | 6/30/05 |
| 62 | QA WB, MB, 18, IC, & TC  | 1429 | 1 | 6/30/05 |
| 63 | QA JV2000 - JV2188   | 1429 | 1 | 6/30/05 |
| 64 | QA JV2189 - J12235   | 1429 | 1 | 6/30/05 |
| 65 | QA J12236-J22166   | 1429 | 1 | 6/30/05 |
| 66 | QA J22167-J32091   | 1429 | 1 | 6/30/05 |
| 67 | QA J32092-J42007   | 1429 | 1 | 6/30/05 |
| 68 | QA J42008-J42173   | 1429 | 1 | 6/30/05 |
| 69 | QA J42174-J52143   | 1429 | 1 | 6/30/05 |
| 70 | QA BATCH HEADERS 3/17/98 - 5/28/98                                 | 1429 | 1 | 6/30/05 |
| 71 | QA CBS LOCK BOX JV2002-J22033                                      | 1429 | 1 | 6/30/05 |
| 72 | QA CBS LOCK BOX J22068-J32163                                      | 1429 | 1 | 6/30/05 |
| 73 | QA CBS LOCK BOX J32174-J52111                                      | 1429 | 1 | 6/30/05 |
| 74 | QA CBS MONTH END REPORTS 5/97 - 11/97                              | 1429 | 1 | 6/30/05 |
| 75 | QA CD2000-CD2342   | 1429 | 1 | 6/30/05 |
| 76 | QA CD2345-CD2689   | 1429 | 1 | 6/30/05 |
| 77 | QA CD2691-C12083   | 1429 | 1 | 6/30/05 |
| 78 | QA C12086-C12430   | 1429 | 1 | 6/30/05 |
| 79 | QA C12433-C12751   | 1429 | 1 | 6/30/05 |
| 80 | QA C12748-C22023 &CKS FROM REST FDS                                | 1429 | 1 | 6/30/05 |
| 81 | QA J's FROM CASHIER'S OFFICE                                       | 1429 | 1 | 6/30/05 |
| 82 | A/P A12401-A12475  | 1429 | 1 | 6/30/05 |
| 83 | A/P A12476-A12548  | 1429 | 1 | 6/30/05 |
| 84 | A/P A12549-A12617  | 1429 | 1 | 6/30/05 |
| 85 | A/P A12618-A12696  | 1429 | 1 | 6/30/05 |
| 86 | A/P A12697-A12788  | 1429 | 1 | 6/30/05 |
| 87 | A/P A12789-A22051  | 1429 | 1 | 6/30/05 |

|                  |                   |                   |      |         |         |
|------------------|-------------------|-------------------|------|---------|---------|
| 88               | A/P A22052-A22125 | 1429              | 1    | 6/30/05 |         |
| 89               | A/P A22126-A22203 | 1429              | 1    | 6/30/05 |         |
| 90               | A/P A22204-A22267 | 1429              | 1    | 6/30/05 |         |
| 91               | A/P A22268-A22343 | 1429              | 1    | 6/30/05 |         |
| 92               | A/P A22344-A22425 | 1429              | 1    | 6/30/05 |         |
| 93               | A/P A22426-A22503 | 1429              | 1    | 6/30/05 |         |
| 94               | A/P A22504-A22604 | 1429              | 1    | 6/30/05 |         |
| 95               | A/P A22605-A22674 | 1429              | 1    | 6/30/05 |         |
| 96               | A/P A22676-A22753 | 1429              | 1    | 6/30/05 |         |
| 97               | A/P A22754-A32025 | 1429              | 1    | 6/30/05 |         |
| 98               | A/P A32026-A32103 | 1429              | 1    | 6/30/05 |         |
| 99               | A/P A32104-A32183 | 1429              | 1    | 6/30/05 |         |
| 100              | A/P A32184-A32256 | 1429              | 1    | 6/30/05 |         |
| 101              | A/P A32257-A32345 | 1429              | 1    | 6/30/05 |         |
| 102              | A/P A32346-A32429 | 1429              | 1    | 6/30/05 |         |
| 103              | A/P A32430-A32494 | 1429              | 1    | 6/30/05 |         |
| 104              | A/P A32495-A32574 | 1429              | 1    | 6/30/05 |         |
| 105              | A/P A32575-A32646 | 1429              | 1    | 6/30/05 |         |
| 106              | A/P A32647-A32724 | 1429              | 1    | 6/30/05 |         |
| <i>Duplicate</i> | 107               | A/P A32725-A42000 | 1429 | 1       | 6/30/05 |
|                  | 108               | A/P A32725-A42000 | 1429 | 1       | 6/30/05 |
|                  | 109               | A/P A42001-A42070 | 1429 | 1       | 6/30/05 |
|                  | 110               | A/P A42071-A42154 | 1429 | 1       | 6/30/05 |
|                  | 111               | A/P A42155-A42223 | 1429 | 1       | 6/30/05 |
|                  | 112               | A/P A42224-A42282 | 1429 | 1       | 6/30/05 |
|                  | 113               | A/P A42283-A42342 | 1429 | 1       | 6/30/05 |
|                  | 114               | A/P A42343-A42410 | 1429 | 1       | 6/30/05 |
|                  | 115               | A/P A42411-A42474 | 1429 | 1       | 6/30/05 |
|                  | 116               | A/P A42475-A42542 | 1429 | 1       | 6/30/05 |
|                  | 117               | A/P A42543-A42614 | 1429 | 1       | 6/30/05 |
|                  | 118               | A/P A42615-A42671 | 1429 | 1       | 6/30/05 |
|                  | 119               | A/P A42672-A42737 | 1429 | 1       | 6/30/05 |
|                  | 120               | A/P A42738-A42794 | 1429 | 1       | 6/30/05 |
|                  | 121               | A/P A42795-A52058 | 1429 | 1       | 6/30/05 |
|                  | 122               | A/P A52059-A52128 | 1429 | 1       | 6/30/05 |
|                  | 123               | A/P A52129-A52185 | 1429 | 1       | 6/30/05 |
|                  | 124               | A/P A52186-A52254 | 1429 | 1       | 6/30/05 |
|                  | 125               | A/P A52255-A52322 | 1429 | 1       | 6/30/05 |
|                  | 126               | A/P A52323-A52381 | 1429 | 1       | 6/30/05 |
|                  | 127               | A/P A52382-A52448 | 1429 | 1       | 6/30/05 |
|                  | 128               | A/P A52449-A52514 | 1429 | 1       | 6/30/05 |
|                  | 129               | A/P A52515-A52579 | 1429 | 1       | 6/30/05 |
|                  | 130               | A/P A52550-A52649 | 1429 | 1       | 6/30/05 |
|                  | 131               | A/P A52650-A52726 | 1429 | 1       | 6/30/05 |
|                  | 132               | A/P A52727-A52795 | 1429 | 1       | 6/30/05 |
|                  | 133               | A/P A52796-A62066 | 1429 | 1       | 6/30/05 |
|                  | 134               | A/P A62067-A62129 | 1429 | 1       | 6/30/05 |
|                  | 135               | A/P A62130-A62198 | 1429 | 1       | 6/30/05 |
|                  | 136               | A/P A62199-A62292 | 1429 | 1       | 6/30/05 |
|                  | 137               | A/P A62293-A62356 | 1429 | 1       | 6/30/05 |
|                  | 138               | A/P A62357-A62423 | 1429 | 1       | 6/30/05 |



|     |   |      |   |         |
|-----|---|------|---|---------|
| 139 | A/P A62424-A62515                         | 1429 | 1 | 6/30/05 |
| 140 | A/P A62517-A62599                         | 1429 | 1 | 6/30/05 |
| 141 | A/P A62600-A62679                         | 1429 | 1 | 6/30/05 |
| 142 | A/P A62680-A62742                         | 1429 | 1 | 6/30/05 |
| 143 | A/P A62742-A72009                         | 1429 | 1 | 6/30/05 |
| 144 | A/P A72010-A72070                         | 1429 | 1 | 6/30/05 |
| 145 | A/P A72071-A72153                         | 1429 | 1 | 6/30/05 |
| 146 | A/P A72154-A72230                         | 1429 | 1 | 6/30/05 |
| 147 | A/P A72231-A72296                         | 1429 | 1 | 6/30/05 |
| 148 | A/P A72297-A72376                         | 1429 | 1 | 6/30/05 |
| 149 | A/P A72377-A72457                         | 1429 | 1 | 6/30/05 |
| 150 | A/P A72458-A72557                         | 1429 | 1 | 6/30/05 |
| 151 | A/P A72558-A72602                         | 1429 | 1 | 6/30/05 |
| 152 | A/P A72603-A72679                         | 1429 | 1 | 6/30/05 |
| 153 | A/P A72680-A72732                         | 1429 | 1 | 6/30/05 |
| 154 | A/P A72733-A72797                         | 1429 | 1 | 6/30/05 |
| 155 | A/P A72798-A82046                         | 1429 | 1 | 6/30/05 |
| 156 | A/P A82047-A82110                         | 1429 | 1 | 6/30/05 |
| 157 | A/P A82111-A82191                         | 1429 | 1 | 6/30/05 |
| 158 | J22500-J22581 - 7/97-8/97                 | 1429 | 1 | 6/30/05 |
| 159 | J22582-J22735 - 97-98                     | 1429 | 1 | 6/30/05 |
| 160 | J22736-J32625 - 97-98                     | 1429 | 1 | 6/30/05 |
| 161 | J32626-J32746 - 4/98-6/98                 | 1429 | 1 | 6/30/05 |
| 162 | Signet Bank Statements - 6/30/97-11/30/97 | 1429 | 1 | 6/30/05 |
| 163 | Signet Bank Statements - 9/1/97-9/30/97   | 1429 | 1 | 6/30/05 |
| 164 | Signet Bank Statements - 1/1/98-1/31/98   | 1429 | 1 | 6/30/05 |
| 165 | Signet Bank Statements - 12/31/97-5/31/98 | 1429 | 1 | 6/30/05 |
| 166 | Credit Balance Reports - 7/1/97-9/2/97    | 1429 | 1 | 6/30/05 |
| 167 | Credit Balance Reports - 9/3/97-10/31/97  | 1429 | 1 | 6/30/05 |
| 168 | Credit Balance Reports - 11/1/97-4/8/98   | 1429 | 1 | 6/30/05 |
| 169 | SAR Agings - 7/97-3/98                    | 1429 | 1 | 6/30/05 |
| 170 | SAR Agings - 4/98-6/98                    | 1429 | 1 | 6/30/05 |
| 171 | CCD's - 1/97-4/98                         | 1429 | 1 | 6/30/05 |
| 172 | Health Waivers - 9/97-2/98                | 1429 | 1 | 6/30/05 |
| 173 | EFT Files - 97-98                         | 1429 | 1 | 6/30/05 |
| 174 | CD2000-CD2249 - 7/1/97-8/21/97            | 1429 | 1 | 6/30/05 |
| 175 | CD2250-CD2368 - 8/21/97-9/11/97           | 1429 | 1 | 6/30/05 |
| 176 | CD2370-CD2499 - 9/8/97-10/9/97            | 1429 | 1 | 6/30/05 |
| 177 | CD2500-CD2819 - 10/10/97-12/14/97         | 1429 | 1 | 6/30/05 |
| 178 | CD2820-CD2989 - 12/14/97-1/7/98           | 1429 | 1 | 6/30/05 |
| 179 | CD2999-C12049 - 1/7/98-1/19/98            | 1429 | 1 | 6/30/05 |
| 180 | C12050-C12169 - 1/19/98-2/5/98            | 1429 | 1 | 6/30/05 |
| 181 | C12170-C12398 - 2/9/98-3/13/98            | 1429 | 1 | 6/30/05 |
| 182 | C12399-C12545 - 3/18/98-4/10/98           | 1429 | 1 | 6/30/05 |
| 183 | C12546-C12820 - 4/10/98-5/27/98           | 1429 | 1 | 6/30/05 |
| 184 | C12821-C22023 - 5/27/98-6/30/98           | 1429 | 1 | 6/30/05 |
| 185 | A12000-A12124 - 97-98                     | 1429 | 1 | 6/30/05 |
| 186 | Cash Collections - 1/97-12/97             | 1429 | 1 | 6/30/05 |
| 187 | A12200-A82704 - 7/97-6/98                 | 1429 | 1 | 6/30/05 |
| 188 | A12300-A12331 - 7/97-6/98                 | 1429 | 1 | 6/30/05 |
| 189 | J12500-J12515 - 7/1/97-9/30/97            | 1429 | 1 | 6/30/05 |

*partial  
Asp,  
7/2004*

*Unlocated*

*Unlocated*

00W843

| University of Maryland Baltimore |         |             |      |          |                                   |
|----------------------------------|---------|-------------|------|----------|-----------------------------------|
| Department of Financial Services |         |             |      |          |                                   |
| Accession                        |         | Schedule    | Item | Disposal |                                   |
| No.                              | CU. FT. | No.         | No.  | Date     | Note                              |
| 98W699                           | 36      | 2302 (1429) | 1    | 7/1/04   |                                   |
| 99W1034                          | 224     | 2302 (1429) | 1    | 7/1/04   |                                   |
| 00W844                           | 46      | 2302 (1429) | 1    | 7/1/04   |                                   |
| 02W856                           | 11      | 2302 (1429) | 1    | 7/1/04   |                                   |
| 99W1035                          | 49      | 2302 (1429) | 1    | 7/1/04   |                                   |
| 00W843                           | 193     | 2302 (1429) | 1    | 7/1/04   | Except for Boxes 158 - 193 7/2005 |
| 02W855                           | 31      | 2302 (1429) | 1    | 7/1/04   | Except for Boxes 3 - 31           |
| 00W845                           | 57      | 2302 (1429) | 1    | 7/1/04   |                                   |
| 02W249                           | 204     | 2302 (1429) | 1    | 7/1/04   |                                   |
| 02W853                           | 92      | 2302 (1429) | 1    | 7/1/04   | Except for Boxes 35 - 85          |
| 02W250                           | 136     | 2302 (1429) | 1    | 7/1/04   |                                   |
| 02W852                           | 237     | 2302 (1429) | 1    | 7/1/04   | Except for Boxes 75 - 132         |
| 04W647                           | 20      | 2302 (1429) | 1    | 7/1/04   |                                   |
| 02W854                           | 56      | 2302 (1429) | 1    | 7/1/04   | Except for Boxes 39 - 56          |
| 04W645                           | 139     | 2302 (1429) | 1    | 7/1/04   |                                   |

36

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<br>1. University of Maryland Baltimore                     |  | ACCESSION NO.<br><b>02W855</b>                        | DATE REC'D<br><b>4-11-02</b>  |
| B. DIVISION/UNIT<br>Financial Services                               |  |   | RM CODE<br><b>28-01.05.00</b> |
| C. MAILING ADDRESS<br>737 West Lombard Street<br>Baltimore, MD 21201 |  | LOCATION<br>RANGE SECTION(S)<br><b>100 9-10</b>       | NO. OF CU. FT.<br><b>2931</b> |
| D. PHONE NO.<br>(410) 706-7295                                       |  | RECORDS CENTER MANAGER<br><b>29</b>                   |                               |
| E. AGENCY OFFICIAL<br>Wayne F. Allen <i>Wayne F Allen</i>            |  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |                               |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE   |
|----------------|---|---|
|                | General Accounting Records (1429)<br><u>FY 1998</u><br>Boxes 1 - 31<br>Disposal Date: 6/30/2005<br>Agency Code: R31<br><br><i>Partial Disp - Boxes 1-2 - 7/2004</i><br><br><i>Boxes 3 Thru 31 - July 2005</i> | 2302<br>Sche.# <del>1129</del><br>Item #1<br>July 2005<br><br><del>Disposal</del><br>8-1-05<br><i>[Signature]</i> |

| 2. BOX | 3. DESCRIPTION OF RECORDS                     | 4. DISPOSAL AUTHORITY |          |               |
|--------|---|-----------------------|----------|---------------|
| NUMBER | WITH INCLUSIVE DATES                          | SCHEDULE              | ITEM NO. | DISPOSAL DATE |
| 1      | PR- Check Registers- 11/8-12/6/97             | 1429                  | 1        | 6/30/05       |
| 2      | PR- One Pay Appointment Cards                 | 1429                  | 1        | 6/30/05       |
| 3      | SAR Advance Slips - Loans to 3/98             | 1429                  | 1        | 6/30/05       |
| 4      | SAR Advance Slips - Loans to 3/98             | 1429                  | 1        | 6/30/05       |
| 5      | SAR AFSA deposits 7/97 - 3/98                 | 1429                  | 1        | 6/30/05       |
| 6      | SAR Bank Statements 7/98 - 10/98              | 1429                  | 1        | 6/30/05       |
| 7      | SAR BC/BS bills 1/96 - 6/98                   | 1429                  | 1        | 6/30/05       |
| 8      | SAR Credit Balance Reports Spring & Summer 98 | 1429                  | 1        | 6/30/05       |
| 9      | SAR Funds Listings Spring 1998                | 1429                  | 1        | 6/30/05       |
| 10     | SAR J2500 - J2699                             | 1429                  | 1        | 6/30/05       |
| 11     | SAR J2700 - J42520                            | 1429                  | 1        | 6/30/05       |
| 12     | SAR PIF Loans A - B                           | 1429                  | 1        | 6/30/05       |
| 13     | SAR PIF Loans C - D                           | 1429                  | 1        | 6/30/05       |
| 14     | SAR PIF Loans E - H                           | 1429                  | 1        | 6/30/05       |
| 15     | SAR PIF loans Ho - Le                         | 1429                  | 1        | 6/30/05       |
| 16     | SAR PIF Loans Li - N                          | 1429                  | 1        | 6/30/05       |
| 17     | SAR PIF Loans O - R                           | 1429                  | 1        | 6/30/05       |
| 18     | SAR PIF Loans S - V                           | 1429                  | 1        | 6/30/05       |
| 19     | PIF Loans W - Z                               | 1429                  | 1        | 6/30/05       |
| 20     | SAR Refunds - non-aid                         | 1429                  | 1        | 6/30/05       |
| 21     | SAR Remissions                                | 1429                  | 1        | 6/30/05       |
| 22     | SAR Remissions                                | 1429                  | 1        | 6/30/05       |
| 23     | SAR SAR JV's 1/28/98 - 6/98                   | 1429                  | 1        | 6/30/05       |
| 24     | SAR SAR JV's 9/97 - 1/27/98                   | 1429                  | 1        | 6/30/05       |
| 25     | SAR SAR reconciliations through 1998          | 1429                  | 1        | 6/30/05       |
| 26     | SAR Scholarships 1997/1998                    | 1429                  | 1        | 6/30/05       |
| 27     | SAR Scholarships 1997/1998                    | 1429                  | 1        | 6/30/05       |
| 28     | SAR Scholarships 1997/1998                    | 1429                  | 1        | 6/30/05       |
| 29     | SAR Stubs EFT 530999 - 538101                 | 1429                  | 1        | 6/30/05       |
| 30     | SAR Stubs EFT 531400 - 535999 & 35201 - 36999 | 1429                  | 1        | 6/30/05       |
| 31     | SAR third party contracts 1997/1998           | 1429                  | 1        | 6/30/05       |

*Partial  
Disp.  
7/2004*

*Disposal  
7/05*


02W855

| University of Maryland Baltimore |         |             |      |          |                                |
|----------------------------------|---------|-------------|------|----------|--------------------------------|
| Department of Financial Services |         |             |      |          |                                |
| Accession                        |         | Schedule    | Item | Disposal |                                |
| No.                              | CU. FT. | No.         | No.  | Date     | Note                           |
| 98W699                           | 36      | 2302 (1429) | 1    | 7/1/04   |                                |
| 99W1034                          | 224     | 2302 (1429) | 1    | 7/1/04   |                                |
| 00W844                           | 46      | 2302 (1429) | 1    | 7/1/04   |                                |
| 02W856                           | 11      | 2302 (1429) | 1    | 7/1/04   |                                |
| 99W1035                          | 49      | 2302 (1429) | 1    | 7/1/04   |                                |
| 00W843                           | 193     | 2302 (1429) | 1    | 7/1/04   | Except for Boxes 158 - 193     |
| 02W855                           | 31      | 2302 (1429) | 1    | 7/1/04   | Except for Boxes 3 - 31 7/2005 |
| 00W845                           | 57      | 2302 (1429) | 1    | 7/1/04   |                                |
| 02W249                           | 204     | 2302 (1429) | 1    | 7/1/04   |                                |
| 02W853                           | 92      | 2302 (1429) | 1    | 7/1/04   | Except for Boxes 35 - 85       |
| 02W250                           | 136     | 2302 (1429) | 1    | 7/1/04   |                                |
| 02W852                           | 237     | 2302 (1429) | 1    | 7/1/04   | Except for Boxes 75 - 132      |
| 04W647                           | 20      | 2302 (1429) | 1    | 7/1/04   |                                |
| 02W854                           | 56      | 2302 (1429) | 1    | 7/1/04   | Except for Boxes 39 - 56       |
| 04W645                           | 139     | 2302 (1429) | 1    | 7/1/04   |                                |



RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES.

|   |   |   |  |   |  |
|---|---|---|--|---|--|
| A. AGENCY<br>1. University of Maryland, Baltimore                                     |   | ACCESSION NO.<br>01W181                               |  | DATE REC'D<br>10-3-00   |  |
| B. DIVISION/UNIT<br>Budget and Financial Support Services                             |   |   |  | RM CODE<br>28-01-05-02  |  |
| C. MAILING ADDRESS:<br>Room 243<br>737 W. Lombard Street<br>Baltimore, Maryland 21201 |   | LOCATION:<br>RANGE: 8      SECTION(S): 14             |  | NO. OF CU. FT.<br>20  |  |
| D. PHONE NO.<br>410-706-6062  |   | RECORDS CENTER MANAGER.                               |  |   |  |
| E. AGENCY OFFICIAL<br>Ben Rome  |   | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |  |   |  |
| 2. SOX NUMBERS<br>1-20  | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES<br>GENERAL ACCOUNTING RECORDS (1429)<br>SEE ATTACHED LIST<br>6/96 - 6/98 |   |  | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE<br>Sche. # 1429<br>Item # 1<br>7/05<br><br>7-28-05 |  |

| 2. Box Numbers | 3. Description of records with inclusive dates | 4.   | Disposal Authority<br>(Schedule, Item #,<br>Disposal Date) |          |
|----------------|--|------|--|----------|
| 1              | Plant Funds: FYE 6-32-98                       | 1429 | 1  | 06/30/05 |
| 2              | Effort Reports: FY 1998 Period #2              | 1429 | 1  | 06/30/05 |
| 3              | Effort Reports: FY 1998 Period #2              | 1429 | 1  | 06/30/05 |
| 4              | Effort Reports: FY 1998 Period #1              | 1429 | 1  | 06/30/05 |
| 5              | Effort Reports: FY 1997 Period #1              | 1429 | 1  | 06-30-04 |
| 6              | Effort Reports: FY 1998 Period #2              | 1429 | 1  | 06/30/05 |
| 7              | Effort Reports: FY 1998 Period #1              | 1429 | 1  | 06/30/05 |
| 8              | Delete Tags: 00014977 to 00019198              | 1429 | 1  | 06-30-04 |
| 9              | Delete Tags: 00029059 to 16000711              | 1429 | 1  | 06-30-04 |
| 10             | Effort Reports: FY 1997 Period #2              | 1429 | 1  | 06-30-04 |
| 11             | Delete Tags: 00019200 to 000298874             | 1429 | 1  | 06-30-04 |
| 12             | Delete Tags: 00005949 to 00009743              | 1429 | 1  | 06-30-04 |
| 13             | Effort Reports: FY 1997 Period #2              | 1429 | 1  | 06-30-04 |
| 14             | FY 94 Space Survey                             | 1429 | 1  | 06-30-04 |
| 15             | Delete Tags 00009812 to 00014935               | 1429 | 1  | 06-30-04 |
| 16             | Effort Reports: FY 1997 Period #2              | 1429 | 1  | 06-30-04 |
| 17             | Delete Tags: 000000009 to 00005804             | 1429 | 1  | 06-30-04 |
| 18             | FY 94 Space Survey                             | 1429 | 1  | 06-30-04 |
| 19             | Plant Funds: FYE 6-32-96                       | 1429 | 1  | 06-30-03 |
| 20             | Plant Funds: FYE 6-32-97                       | 1429 | 1  | 06-30-04 |



RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

|   |   |  |                               |
|---|---|--|-------------------------------|
| A. AGENCY:<br>1. University of Maryland, Baltimore                                    |   | ACCESSION NO.<br><b>01W181</b>   | DATE REC'D<br><b>10-3-00</b>  |
| B. DIVISION/UNIT:<br>Budget and Financial Support Services                            |   |  | RM CODE<br><b>28.01.05.02</b> |
| C. MAILING ADDRESS:<br>Room 243<br>737 W. Lombard Street<br>Baltimore, Maryland 21201 |   | LOCATION<br>RANGE SECTION(S)<br><b>8 14</b>  | NO. OF CU. FT.<br><b>20</b>   |
| D. PHONE NO.:<br>410-706-6062   |   | RECORDS CENTER MANAGER<br><i>Gabriel Lopez</i>   |                               |
| E. AGENCY OFFICIAL:<br>Ben Rome   |   | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER  |                               |
| 2. BOX NUMBERS:<br><b>1-20</b>  | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES:<br>GENERAL ACCOUNTING RECORDS (1429)<br>SEE ATTACHED LIST | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE:<br><b>Sche. # 1429<br/>Item # 1<br/>July 2005</b> |                               |

2. Box Numbers

3. Description of records with inclusive dates

4.

Disposal Authority  
(Schedule, Item #,  
Disposal Date)

|    |                                   |      |   |          |
|----|-----------------------------------|------|---|----------|
| 1  | Plant Funds FYE 6-32-98           | 1429 | 1 | 06/30/05 |
| 2  | Effort Reports FY 1998 Period #2  | 1429 | 1 | 06/30/05 |
| 3  | Effort Reports FY 1998 Period #2  | 1429 | 1 | 06/30/05 |
| 4  | Effort Reports FY 1998 Period #1  | 1429 | 1 | 06/30/05 |
| 5  | Effort Reports FY 1997 Period #1  | 1429 | 1 | 06-30-04 |
| 6  | Effort Reports FY 1998 Period #2  | 1429 | 1 | 06/30/05 |
| 7  | Effort Reports FY 1998 Period #1  | 1429 | 1 | 06/30/05 |
| 8  | Delete Tags 00014977 to 00019198  | 1429 | 1 | 06-30-04 |
| 9  | Delete Tapes 00029059 to 16000711 | 1429 | 1 | 06-30-04 |
| 10 | Effort Reports FY 1997 Period #2  | 1429 | 1 | 06-30-04 |
| 11 | Delete Tags 00019200 to 000298874 | 1429 | 1 | 06-30-04 |
| 12 | Delete Tags 00005949 to 00009743  | 1429 | 1 | 06-30-04 |
| 13 | Effort Reports FY 1997 Period #2  | 1429 | 1 | 06-30-04 |
| 14 | FY 94 Space Survey                | 1429 | 1 | 06-30-04 |
| 15 | Delete Tags 00009812 to 00014935  | 1429 | 1 | 06-30-04 |
| 16 | Effort Reports FY 1997 Period #2  | 1429 | 1 | 06-30-04 |
| 17 | Delete Tags 000000009 to 00005804 | 1429 | 1 | 06-30-04 |
| 18 | FY 94 Space Survey                | 1429 | 1 | 06-30-04 |
| 19 | Plant Funds FYE 6-32-96           | 1429 | 1 | 06-30-03 |
| 20 | Plant Funds FYE 6-32-97           | 1429 | 1 | 06-30-04 |



E

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<br>1. Maryland Higher Education Commission                 |  | ACCESSION NO.<br><b>00W 452</b>                       | DATE REC'D<br><b>10-13-99</b> |
| B. DIVISION/UNIT<br>State Scholarship Administration                 |  |   | RM CODE<br><b>28-04 39.01</b> |
| C. MAILING ADDRESS<br>16 Francis Street<br>Annapolis, Maryland 21401 |  | LOCATION<br>RANGE SECTION(S)<br><b>42 30</b>          | NO. OF CU. FT.<br><b>13</b>   |
| D. PHONE NO.<br>(410) 974-5370                                       |  | RECORDS CENTER MANAGER                                |                               |
| E. AGENCY OFFICIAL<br>Gerrie Ohrman                                  |  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |                               |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  |
|----------------|--|--|
| F              | Educational Assistance Grant<br>1996-97        | Schedule 1973<br>Item #1<br>Disposal Date:<br>07/01/2005 |
| 1.             | A - BOFFEN                                     | <b>DISPOSAL</b><br><b>8/1/05</b><br><b>LJB</b>           |
| 2.             | BOGANS - CHUONG                                |  |
| 3.             | CHURCH - DUNAHUGY                              |  |
| 4.             | DUNALAY - GHRIST                               |  |
| 5.             | GIANG - HNAT                                   |  |
| 6.             | HOLLISTER - KERR                               |  |
| 7.             | KERSEY - LOPEZ                                 |  |
| 8.             | LORD - MOONEYHAM                               |  |
| 9.             | MOORE - PAZANNO                                |  |
| 10.            | PEACE - ROSSOSHEK                              |  |
| 11.            | ROSZIN - SPELL                                 |  |
| 12.            | SPENCE - VICTOR                                |  |
| 13.            | VIDAL - Z                                      |  |

E

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<br>1. Maryland Higher Education Commission                 | ACCESSION NO.<br><b>00W470</b>                        | DATE REC'D<br><b>10-13-99</b>            |
| B. DIVISION/UNIT<br>State Scholarship Administration                 |   | RM CODE<br><del>28-04</del> <b>39.01</b> |
| C. MAILING ADDRESS<br>16 Francis Street<br>Annapolis, Maryland 21401 | LOCATION<br>RANGE SECTION(S)<br><b>42 30</b>          | NO. OF CU. FT.<br><b>1</b>               |
| D. PHONE NO.<br>(410) 974-5370                                       | RECORDS CENTER MANAGER                                |  |
| E. AGENCY OFFICIAL<br>Gerrie Ohrman                                  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |  |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES   | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE   |
|----------------|--|---|
| U<br>1.        | Guaranteed Access Grant 1997-98 (DAS)<br><br>Late Applications, No FAFSA's, Unqualified Applicants | Schedule 1973<br>Item #1<br>Disposal Date:<br>07/01/2005<br><br><b>DISPOSAL</b><br><b>8/1/05</b><br><b>ES</b> |

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

|  |  |   |                                   |
|--|--|---|-----------------------------------|
| A. AGENCY<br>1. Maryland Higher Education Commission                 |  | ACCESSION NO.<br><br>01W944                           | DATE REC'D<br>5-22-01             |
| B. DIVISION/UNIT<br>State Scholarship Administration                 |  |   | RM CODE<br><del>28-04</del> 39-01 |
| C. MAILING ADDRESS<br>16 Francis Street<br>Annapolis, Maryland 21401 |  | LOCATION<br>RANGE SECTION(S)<br>40 18-19              | NO. OF CU. FT.<br>25              |
| D. PHONE NO.<br>410-260-4506   |  | RECORDS CENTER MANAGER                                |                                   |
| E. AGENCY OFFICIAL<br>Maria Goumas                                   |  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |                                   |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE                               |
|----------------|--|---|
| AC             | 1-3  | Ser. # 1973<br>Item # 1<br>Disposal Date<br>7/1/2005<br><br>DISPOSAL<br>8/1/05<br>LJS |
| AD             | 4-7  |   |
| AF             | 8  |   |
| AQ             | 9  |   |
| AR             | 10-12  |   |
| AS             | 13-15  |   |
| AT             | 16-17  |   |
| AV             | 18-19  |   |
| AW             | 20-23  |   |
| AX             | 24-25  |   |

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

|   |  |   |                              |
|---|--|---|------------------------------|
| A. AGENCY<br>1. Maryland Higher Education Commission          |  | ACCESSION NO.<br><br><b>01W944</b>                    | DATE REC'D<br><b>5-22-01</b> |
| B. DIVISION/UNIT<br>State Scholarship Administration          |  |   | RM CODE<br><b>28.04</b>      |
| C. MAILING ADDRESS<br>16 Francis Street<br>Annapolis MD 21401 |  | LOCATION<br>RANGE SECTION(S)<br><b>40 18-19</b>       | NO. OF CU. FT.<br><b>25</b>  |
| D. PHONE NO.<br>(410) 260-4506                                |  | RECORDS CENTER MANAGER                                |                              |
| E. AGENCY OFFICIAL<br>Maria Goumas                            |  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |                              |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES               | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|--|---|
| AC             | 1999 - 2000 EA Packaging Reports Lists                       |   |
| 1.             | Districts 01-20  | Disposal Schedule 1973                                  |
| 2.             | Districts 21-43  | Disposal Date 7/1/2005                                  |
| 3.             | Districts 44-47, Ineligible Coded and 1st "T" List           | " <i>Item #1</i> "                                      |
| AD             | 1997-1998 Tracking Letters                                   | " "   |
| 1.             | A-E  | " "   |
| 2.             | F-L  | " "   |
| 3.             | N-S  | " "   |
| 4.             | T-Z  | " "   |
| AF             | 1998-1999 Appeals (2.0)                                      | " "   |
| 1.             | A-Z  | " "   |
| AV             | Misc BF  | " "   |
| 1.             | CH List/Fax Bills (2002)/ Ltrs frm Coll/Late Awards/Tracking | " "   |
| 2.             | Ltrs to Senators/Audit Reports/Qestion/Fund Balance Rpts     | " "   |
| AW             | Billing Rosters/Class Schedules                              | " "   |
| 1.             | 1999-2000 Billing Roster/Class Schedules/Faxed Bills         | " "   |
| 2.             | Billing Rosters Fall 2002 Session                            | " "   |
| 3.             | Class Schedules 2003 Session                                 | " "   |
| 4.             | 2003-2004 Billing Rosters                                    | " "   |
| AX             | 1999-2000 Misc   | " "   |
| 1.             | Corrected SAR from Colleges                                  | " "   |
| 2.             | Misc. Correspondence/BF                                      | " "   |

**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<br>1. Maryland Higher Education Commission                 |  | ACCESSION NO.<br>016944                               | DATE REC'D<br>5-22-01 |
| B. DIVISION/UNIT<br>State Scholarship Administration                 |  |   | RM CODE<br>28.04      |
| C. MAILING ADDRESS<br>16 Francis Street<br>Annapolis, Maryland 21401 |  | LOCATION<br>RANGE SECTION(S)<br>40 18-19              | NO. OF CU. FT.<br>25  |
| D. PHONE NO.<br>(410) 260-4565                                       |  | RECORDS CENTER MANAGER                                |                       |
| E. AGENCY OFFICIAL<br>Maria Gumas                                    |  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |                       |

| 2. BOX NUMBERS    | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES                                    | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|-------------------|---|---|
| AQ<br>1           | 1998-1999 and 1999-2000<br>SAR Corrections and Master Lists                       | Disposal Schedule<br>1973<br>Disposal Date<br>7/1/2005  |
| AR<br>1<br>2<br>3 | 1998-1999 Tolbert By School Information<br>A - L<br>MA - MO<br>RETS - ULTRA SOUND | Disposal Date<br>7/1/2005                               |
| AS<br>1<br>2<br>3 | 1997-1998 Tolbert School Information<br>A - H<br>H - MEDIX<br>MONTG - Z           | Disposal Date<br>7/1/2005                               |
| AT<br>1<br>2      | LARP<br>1995-1999 PCS Completed Services<br>1996-1999 PCS Denied/inactive         | Disposal Date<br>7/1/2005                               |



RMD

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<br>1. Maryland Higher Education Commission          |  | ACCESSION NO.<br><b>01W950</b>                        | DATE REC'D<br><b>5-23-01</b> |
| B. DIVISION/UNIT<br>State Scholarship Administration          |  |   | RM CODE<br><b>28.0439.01</b> |
| C. MAILING ADDRESS<br>16 Francis Street<br>Annapolis MD 21401 |  | LOCATION<br>RANGE SECTION(S)<br><b>32 11</b>          | NO. OF CU. FT.<br><b>39</b>  |
| D. PHONE NO.<br>(410) 260-4506                                |  | RECORDS CENTER MANAGER                                |                              |
| E. AGENCY OFFICIAL<br>Maria Goumas                            |  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |                              |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES    | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| A              | Loan Asistance Repayment Program (LARP)           | Schedule 1973   |
| 1.             | Recipient Files 1997-1998                         | Item #1<br>Disposal Date<br>7/1/2005                    |
| 2.             | Recipient Files 1997-1998                         | " "   |
| 3.             | Recipient Files 1997-1998                         | " "   |
| D              | Guaranteed Access Grant (GA) Student Files 1995-6 | "   |
| 1.             | A-C   | " <i>Disposal</i>                                       |
| 2.             | D-HA  | " <i>7/29/05</i>  |
| 3.             | HE-LI   | " <i>gpl</i>  |
| 4.             | LL-PE   | "   |
| 5.             | PH-S  | "   |
| 6.             | T-Z   | " <i>* MISSING</i>                                      |
| G              | Billing Rosters                                   | " <i>Box A-3</i>  |
| 1.             | 1997-1998 9902-006911                             | "   |
| 2.             | 9903-002103 & faxed rosters 9902/03               | "   |
| 3.             | 9903-002102                                       | "   |
| 4.             | BILLING Roster - 1997-98 (9902)                   | "   |
| 5.             | BILLING Roster - 1998-99 (9903)                   | "   |

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<br>1. Maryland Higher Education Commission          |  | ACCESSION NO.<br><b>01W950</b>                        |  | DATE REC'D<br><b>5-22-01</b> |  |
| B. DIVISION/UNIT<br>State Scholarship Administration          |  | LOCATION<br>RANGE SECTION(S)<br><b>32 11</b>          |  | RM CODE<br><b>28.04</b>      |  |
| C. MAILING ADDRESS<br>16 Francis Street<br>Annapolis MD 21401 |  | NO. OF CU. FT.<br><b>39</b>                           |  | RECORDS CENTER MANAGER       |  |
| D. PHONE NO.<br>(410) 260-4506                                |  | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |  |                              |  |
| E. AGENCY OFFICIAL<br>Maria Goumas                            |  |   |  |                              |  |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| H              | CQ Appeals                                      | Schedule 1973   |
| 15 1.          | Approved/Denied - College List 1997-1998        | Disposal Date   |
| 16 2.          | Award Rosters 1999-2000                         | 7/1/2005  |
| 17 3.          | Approved/Denies 1999-2000                       | " "   |
| K              | Verification 1999-2000                          | " "   |
| 18 1.          | SON-V   | " "   |
| 19 2.          | W-Z   | " "   |
| Q              | Student Correspondence and Student File Changes | " "   |
| 20 1.          | 4/99-12/99                                      | " "   |
| S              | 2.0 Appeals                                     | " "   |
| 21 1.          | 1996-1997 2.0 Appeals                           | " "   |
| 22 2.          | 1998-1999 2.0 Appeals, SFC? SAR Corrections     | " "   |
| Y              | Educational Assistance (EA) Verification (JB)   | " "   |
| 23 1.          | 1998-1999                                       | " "   |
| 24 2.          | 1998-1999                                       | " "   |

**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

|   |  |  |                |
|---|--|--|----------------|
| <b>A. AGENCY</b><br>1. Maryland Higher Education Commission                 |  | ACCESSION NO.                                      | DATE REC'D     |
| <b>B. DIVISION/UNIT</b><br>State Scholarship Administration                 |  | 01W950   | 5-22-01        |
| <b>C. MAILING ADDRESS</b><br>16 Francis Street<br>Annapolis, Maryland 21401 |  |  | RM CODE        |
| <b>D. PHONE NO.</b><br>(410) 260-4565                                       |  | LOCATION RANGE                                     | NO. OF CU. FT. |
| <b>E. AGENCY OFFICIAL</b><br>Maria Gomas (410) 260-4506<br>GOMAS            |  | 32 SECTION(S) 11                                   | 39             |
|   |  | 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 |
|----------------|--|---|
| V              | Packaging Reports 1998-1999                                    | Disposal Date<br>07/01/2005                             |
| 25. 1          | DSB Repackaging  |   |
| 26. 2          | Districts 00-14  |   |
| 27. 3          | Districts 4-14, 38-46, UN, EX, GA, IS (1st Run)                |   |
| 28. 4          | Error Codes NO, PT, S1, S4, Districts 4-15, 1-20               |   |
| 29. 5          | District 22  |   |
| 30. 6          | 3rd Run  |   |
| 31. 7          | Error Codes CD, NO, PT, CP, IS, NO (2nd Run)                   |   |
| 32. 8          | Districts 21-43, UW, CD, UN, EX, GA, IS (2nd Run)              |   |
| 33. 9          | Districts 15-21, 4-14, 22-48                                   |   |
| W              | Correspondence (BF)  | Disposal Date<br>07/01/2005                             |
| 34. 1          | Gen. 8/97-7/98 Dist. 17-20, 28, 29, 31, 32, 33, 35, 36, 37, 38 |   |
| 35. 2          | 1996-1997, A - H   |   |
| 36. 3          | 1996-1997, I - Z   |   |
| 37. 4          | Student Correspondence 1/98-8/98 (GH)                          |   |
| 38. 5          | Student Correspondence 8/98-1/99 (GH)                          |   |
| 39. 6          | General- 1/97-12/97 Delegate/Tolbert/LARP-PCS/Info Requests    |   |

*E*

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<br>1. Maryland Higher Education Commission                 | ACCESSION NO.<br><br>02W1108                          | DATE REC'D<br>5-28-02             |
| B. DIVISION/UNIT<br>State Scholarship Administration                 |   | RM CODE<br><del>28-04</del> 39.01 |
| C. MAILING ADDRESS<br>16 Francis Street<br>Annapolis, Maryland 21401 | LOCATION<br>RANGE SECTION(S)<br>17 21-22              | NO. OF CU. FT.<br>12              |
| D. PHONE NO.<br>(410) 260-4506                                       | RECORDS CENTER MANAGER<br><i>Daniel Lopez</i>         |                                   |
| E. AGENCY OFFICIAL<br>Maria Goumas                                   | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |                                   |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES        | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE |
|----------------|---|---|
| F              | Tolbert Grants 1999-2000                              | Disposal Date   |
| 1              | A-H   | 07-01-2005  |
| 2              | I-M   | Schedule 1973   |
| 3              | N-Z   | <i>Idmw 1</i>   |
| I              | Director's Office Reports                             | " "   |
| 2              | FY00 99/00AY  | "   |
| Q              | Educational Assistance Grant - Verification 2000-2001 | "   |
| 1              | A-J   | <i>Disposal</i><br><i>7-29-05</i>                       |
| 2              | J-K   |   |
| 3              | C. Smith-E. Watts                                     |   |
| 4              | G. Webb-W.Zhen  |   |
| 5              | CAQ-GEB (box1)  |   |
| 6              | CAQ-GEB (box2)  |   |
| 7              | NGU-SMA   |   |
| 8              | NGU-SMA -incompletes                                  |   |


RECORDS TRANSMITTAL AND RECEIPT

045

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

|   |   |  |
|---|---|--|
| <b>A. AGENCY</b><br>Maryland Higher Education Commission                    | <b>ACCESSION NO.</b><br>02W1113                       | <b>DATE REC'D</b><br>5-28-02             |
| <b>B. DIVISION/UNIT</b><br>Office of Administrative Services                | 02W1113   | <b>RM CODE</b><br><del>28-04</del> 39.01 |
| <b>C. MAILING ADDRESS</b><br>16 Francis Street<br>Annapolis, Maryland 21401 | <b>LOCATION RANGE SECTION(S)</b><br>21 13             | <b>NO. OF CU. FT.</b><br>1               |
| <b>D. PHONE NO.</b><br>(410) 260-4506                                       | <b>RECORDS CENTER MANAGER</b><br><i>Michael Lopez</i> |  |
| <b>E. AGENCY OFFICIAL</b><br>Maria Goumas                                   | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |  |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  |
|----------------|--|--|
| Box 2          | FY00 Transmittals                              | Disposal Date<br><del>June</del> July 2005<br>Schedule 1885-2E<br><br><i>Disposed</i><br><del>7-29-05</del><br> |

E

**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<br>1. Maryland Higher Education Commission                    | ACCESSION NO.   | DATE REC'D<br>5-28-02             |
| B. DIVISION/UNIT<br>Office of Administrative Services                   | 02W1118   | RM CODE<br><del>28-04</del> 39.01 |
| C. MAILING ADDRESS<br>45 Calvert Street, Room 337<br>Annapolis MD 21401 | LOCATION<br>RANGE SECTION(S)<br>23 17                 | NO. OF CU. FT.<br>4               |
| D. PHONE NO.<br>(410) 260-4506  | RECORDS CENTER MANAGER<br><i>Robert Foley</i>         |                                   |
| E. AGENCY OFFICIAL<br>Maria Goumas                                      | TO BE COMPLETED AT<br>STATE RECORDS MANAGEMENT CENTER |                                   |

| 2. BOX NUMBERS | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  |
|----------------|--|--|
| Box 1 of 4     | Scholarships, FY 00 , A-G                      | Disposal Date<br>July, 2005<br>Schedule 1885-2E<br><br><i>Disposal</i><br><hr/> <i>7/29/05</i><br><i>gjh</i> |
| Box 2 of 4     | Scholarships, FY 00 , H-T                      |  |
| Box 3 of 4     | Scholarships, FY 00, U-Z                       |  |
| Box 4 of 4     | A-Z, PIF (Payment in Full), FY 00              |  |



# RECORDS TRANSMITTAL AND RECEIPT

1/02/92

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

|  |   |  |
|--|---|--|
| <b>A. AGENCY</b><br>1. Maryland Higher Education Commission  | <b>ACCESSION NO.</b><br><div style="font-size: 2em; font-family: cursive;">92W934</div>   | <b>DATE REC'D</b><br><div style="font-size: 1.5em; font-family: cursive;">3-3-92</div> |
| <b>B. DIVISION/UNIT</b><br>Scholarship   | <b>FM CODE</b> <span style="font-size: 1.5em; font-family: cursive;">39.01</span><br><div style="font-size: 1.5em; font-family: cursive;">28.04</div> |  |
| <b>C. MAILING ADDRESS</b><br>The Jeffrey Building<br>16 Francis Street<br>Annapolis, MD 21401-1781 | <b>LOCATION</b><br>RANGE      SECTION(S)<br><div style="font-size: 2em; font-family: cursive;">9                  29</div>                            | <b>NO. OF CU. FT.</b><br><div style="font-size: 2em; font-family: cursive;">33</div>   |
| <b>D. PHONE NO.</b><br>(410) 974-2971  | <b>RECORDS CENTER MANAGER</b>   |  |
| <b>E. AGENCY OFFICIAL</b><br>Cis Whittington, Records Officer                                      | <b>TO BE COMPLETED AT<br/>STATE RECORDS MANAGEMENT CENTER</b>   |  |

| 2. BOX NUMBERS  | 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  | 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  |
|---|---|--|
| 1<br>2<br>3<br>4<br>5<br>6<br>7<br>8<br>9<br>10<br>11<br>12<br>13<br>14<br>15<br>16<br>17<br>18<br>19<br>20<br>21<br>22<br>23<br>24<br>25<br>26<br>27<br>28 | Scholarship Recipients Fall 1989-Spring 1990 - General State & Senatorial Awards (FAFNAR, Accept.Ltr., Fed. Cert.& Verif. forms)<br>Alphabetical Student Files - A<br>B<br>B<br>B<br>B-C<br>C<br>C-D<br>D<br>D-E<br>F<br>G<br>G-H<br>H<br>H<br>I-J<br>K<br>K-L<br>L<br>L-M<br>M<br>M<br>N-O<br>P<br>P-R<br>R<br>S<br>S<br>S | Schedule 1206A-1<br>Item #1<br>Disposal Date:<br><del>7/01/95</del><br><div style="font-size: 2em; font-family: cursive;">7/05</div><br><hr style="border: 1px solid black;"/> DISPOSED<br>7-29-05<br> |



Scholarship Recipients Fall 1989-Spring 1990

-Continued-

Alphabetical Student Files - T

T-W

W

W

X-Z

29  
30  
31  
32  
33

Schedule 1206A-1

Item #1

Disposal Date:

7/01/95

R-9  
S-29

empty

R9


S29

*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

|   |   |  |
|---|---|--|
| <b>A. Agency</b><br>1. Maryland Higher Education Commission           | Accession No.<br>99W130   | Date Rec'd<br>8-26-98                        |
|   |   | RM Code <sup>39.01</sup><br><del>28-04</del> |
| <b>B. Division/Unit</b> State Scholarship Admin.                      | Location<br>Range Section(s)<br>6 10                                | No. of Cu. Ft.<br>1                          |
| <b>C. Mailing Address</b><br>16 Francis Street<br>Annapolis, MD 21401 | <b>Records Center Manager</b>                                       |  |
| <b>D. Phone No.</b><br>410-974-2974                                   | <b>To Be Completed At</b><br><b>State Records Management Center</b> |  |
| <b>E. Agency Official</b><br>Carla M. Rich                            |   |  |

| 2. Box Numbers | 3. Description of Records with Inclusive Dates       | 4. Disposal Authority Schedule, Item No. Disposal Date   |
|----------------|--|--|
| 1              | Family Medical Practice (Fulfilled Obligations) 1990 | Schedule # 1973,<br>Disposal Date:<br><del>January, 2005</del><br>July<br><hr/> Disposal<br>7-29-05<br> |