

23.03.07	MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
	Reporting Agency		
	STATE HWY.- MATERIALS & RESEARCH		
	Division or Unit		

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	ITEM No.				
98W837	CONTRACT FILES	925	1	NOT SPECIFIED	51	7/2005	RECYCLE

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

_____ Signature DGS 550-2 (Rev. 1/93)	_____ Records Center Manager Title	_____ DECEMBER 30, 2005 Date
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# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 798-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p><b>A. AGENCY</b> 2902:7300 MARYLAND STATE HIGHWAY ADMINISTRATION</p> <p><b>B. DIVISION/UNIT</b> OFFICE OF MATERIALS AND RESEARCH</p> <p><b>C. MAILING ADDRESS</b> 2323 WEST JOPPA ROAD BROOKLANDVILLE, MD. 21022</p> <p><b>D. PHONE NO.</b> 321-3584</p> <p><b>E. AGENCY OFFICIAL</b> BETTY PATTERSON, SERVICES SPECIALIST <i>B.P.</i></p>	<p><b>ACCESSION NO.</b> <b>98W837</b></p> <p><b>LOCATION</b> RANGE SECTION(S) <b>45 34-35</b></p> <p><b>RECORDS CENTER MANAGER</b></p>	<p><b>DATE REC'D</b> <b>5-13-98</b></p> <p><b>FM CODE</b> <b>26.03.07</b></p> <p><b>NO. OF CU. FT.</b> <b>51</b></p>
<p><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<p>788 thru 838</p>	<p>Record center boxes arranged alphabetically by contract code number.</p> <p>No filing equipment was released by this transfer. However, our previous critically crowded filing space is now orderly and workable for efficient operation of our contract filing section for at least one year after completion.</p>	<p style="text-align: right;">925 #1</p> <p>Retain for seven year from date sent to records center, then destroy</p> <p style="text-align: right;"><i>July 2005</i></p> <p style="text-align: right;"><i>DISPOSAL</i></p> <p style="text-align: right;"><i>7/29/05</i></p> <p style="text-align: right;"><i>* LSS</i></p> <p style="text-align: right;"><i>MISSING BOX</i></p> <p style="text-align: right;"><i># 796</i></p>

26.02.13	MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
MOTOR VEHICLE-ACCTNG. & FINANCE			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	ITEM No.				
02W397	REFUND BACKUP	1725	3	7/00 THRU 2/01	89	7/2005	RECYCLE

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

Signature DGS 550-2 (Rev. 1/93)	_____ Records Center Manager Title	_____ DECEMBER 30, 2005 Date
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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)  
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Motor Vehicle Administration		ACCESSION NO. <b>02W1397</b>	DATE REC'D <b>11-20-01</b>
B. DIVISION/UNIT Accounting and Financial Systems			RM CODE <b>26.02.13</b>
C. MAILING ADDRESS 6601 Ritchie Hwy. N.E. Glen Burnie, Md. 21062		LOCATION RANGE SECTION(S) <b>122 12-14</b>	NO. OF CU. FT. <b>89</b>
D. PHONE NO. (410) 768-7213		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John Reisinger- Accounts Payable Manager Accounting and Financial Systems		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Refund Backup #1- 7/12/00 & 7/13/00	1725, Item #3 <del>3 June 2005</del> July 2005  <i>Disposal</i> <i>7-28-05</i>
2	#2- 7/26/00	
3	#3- 7/27/00 & 7/28/00	
4	#4- 7/31/00	
5	#5- 8/1/00	
6	#6- 8/2/00	
7	#7- 8/3/00	
8	#8- 8/4/00 & 8/7/00	
9	#9- 8/8/00 & 8/9/00	
10	#10- 8/10/00 & 8/11/00	
11	#11- 8/14/00	
12	#12- 8/15/00	
13	#13- 8/16/00	
14	#14- 8/18/00 & 8/21/00	
15	#15- 8/22/00 & 8/23/00	
16	#16- 8/24/00 & 8/25/00	
17	#17- 8/28/00	
18	#18- 8/29/00	
19	#19- 8/30/00	
20	#20- 8/31/00 & 9/1/00	
21	#21- 9/5/00 & 9/6/00 & 9/7/00	

BOX  
NUMBERS

DESCRIPTION OF RECORDS  
WITH INCLUSIVE DATES

02W397

ITEM NUMBER

- 22- 9/8/00 & 9/11/00 & 9/12/00
- 23- 9/13/00
- 24- 9/14/00
- 25- 9/15/00 & 9/18/00
- 26- 9/19/00 & 9/20/00
- 27- 9/21/00
- 28- 9/22/00 & 9/25/00
- 29- 9/26/00
- 30- 9/27/00
- 31- 9/28/00
- 32- 9/29/00 & 10/2/00
- 33- 10/3/00 & 10/4/00
- 34- 10/05/00
- 35- 10/06/00 & 10/10/00
- 36- 10/11/00
- 37- 10/12/00
- 38- 10/13/00 & 10/16/00
- 39- 10/17/00 & 10/18/00
- 40- 10/19/00 & 10/21/00
- 41- 10/23/00
- 42- 10/24/00
- 43- 10/25/00
- 44- 10/26/00
- 45- 10/27/00 & 10/30/00
- 46- 10/31/00 & 11/1/00 & 11/2/00
- 47- 11/3/00 & 11/6/00 & 11/8/00
- 48- 11/9/00 & 11/13/00
- 49- 11/14/00 & 11/15/00
- 50- 11/16/00 & 11/17/00
- 51- 11/20/00
- 52- 11/21/00
- 53- 11/22/00 & 11/24/00
- 54- 11/27/00 & 11/28/00
- 55- 11/29/00 & 11/30/00
- 56- 12/1/00 & 12/4/00
- 57- 12/5/00 & 12/6/00
- 58- 12/7/00 & 12/8/00
- 59- 12/11/00 & 12/12/00
- 60- 12/13/00 & 12/14/00
- 61- 12/15/00 & 12/18/00
- 62- 12/19/00
- 63- 12/20/00 & 12/21/00
- 64- 12/22/00 & 12/26/00 & 12/27/00
- 65- 12/28/00
- 66- 12/29/00
- 67- 01/02/01 & 01/03/01
- 68- 01/04/01
- 69- 01/05/01 & 01/08/01
- 70- 01/09/01 & 01/10/01
- 71- 01/11/01
- 72- 01/12/01 & 01/16/01
- 73- 01/17/01
- 74- 01/18/01 & 01/19/01
- 75- 01/22/01 & 01/23/01
- 76- 01/24/01
- 77- 01/26/01 & 01/29/01
- 78- 01/30/01 & 01/31/01

89-  
10-  
11-  
12-

BOX  
NUMBERS

DESCRIPTION OF RECORDS  
WITH INCLUSIVE DATES

02W397

ITEM NUMBER

79- 13 - 79- 02/01/01  
80- 14 - 80- 02/02/01  
81- 15 - 81- 02/05/01 & 02/06/01 & 02/07/01  
82- 16 - 82- 02/08/01  
83- 17 - 83- 02/09/01 & 02/12/01  
84- 18 - 84- 02/13/01  
85- 19 - 85- 02/15/01  
86- 20 - 86- 02/16/01 & 02/20/01 & 02/21/01

87. 22 87. 2/26/01 - 2/27/01

88. 1. 88. 7/3/00 - 7/5/00

89. 9. 89. 7/24/00 - 7/25/00

4 405

R-122  
S12-14

MISSING BOXES

2-3

5-8

~~8~~-86

NOV 16 2001



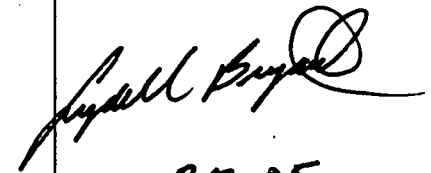


**RECORDS TRANSMITTAL AND RECEIPTS**

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO.  <b>02W297</b>	DATE REC'D <b>11-6-01</b>
B. DIVISION/UNIT TDD/Office of Engineering-Construction			FM CODE <b>26.01.06.00</b>
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE <b>5</b> SECTION(S) <b>23</b>	NO. OF CU. FT <b>1</b>
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 1 of 1	<b>MTA-0055-0140</b> <span style="float: right;"><b>9/97 - 7/98</b></span> <b>Barnesville MARC Station Parking Lot Expansion</b> <b>Field Files:</b> Bid Information Change Notice Control Register Change Order No. 002 Change Order No. 001 Closeout Correspondence Diaries (2) Inspector Daily Reports Ledger Materials Testing Pay Estimates Pre-Construction Meeting Progress Meeting Minutes Sketches Spec Book Status Reports Submittals/Shop Drawings Testing Invoices <b>Office Files:</b> Miscellaneous Estimates CCR/CN/CO Closeout Spec Book	Schedule # 1001 All Items July, 2005   <b>7-27-05</b>

**RECORDS TRANSMITTAL AND RECEIPTS**

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY Mass Transit Administration		ACCESSION NO. <b>02W/304</b>	DATE REC'D <b>11-6-01</b>
2. DIVISION/UNIT TDD/Office of Engineering-Construction			FM CODE <b>26.01.06.00</b>
3. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE <b>40</b> SECTION(S) <b>27</b>	NO. OF CU. FT <b>2</b>
4. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
5. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 2	Dorsey MARC Commuter Rail Station MTA-4443-110 8/94 - 6/98 Specs Correspondence Out Pay Estimates Subcontractor Approvals Meeting Minutes Correspondence In Change Notices Changes & Claims Files	Schedule # 1001 All Items January, 2005 July 2005
2 of 2	Approved Submittals CCR/CN/CO General Change Order No. 5, Misc. Changes & B.I. Qty. Adj. Closeout - MARC Transmittals/Drawings	<u>Disposal</u> 7/27/05 gpm

**RECORDS TRANSMITTAL AND RECEIPTS**

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. <b>03W76</b>		DATE REC'D <b>8-14-02</b>
B. DIVISION/UNIT Office of Engineering/Construction				FM CODE <b>26.01.06.00</b>
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) <b>34 17</b>		NO. OF CU. FT <b>1</b>
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Deno S. Yenas		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 1 of 1	<b>Metropolitan Grove Platform Shelters</b> MTA-0054-0240 3/97 - 6/98 ✓ Miscellaneous Correspondence Spec Book C.O. No. 1 Closeout	Schedule No. 1001 All Items July 2005  <i>Disposal</i> <i>7/27/05</i> <i>[Signature]</i>
	<b>Germantown MARC Platform Shelters</b> MTA-90-56-02 11/96 - 6/98 Pay Estimates Specifications (2) Miscellaneous Correspondence Change Notices C.O. # 1 Closeout	
	<b>MARC Platform Shelters West Baltimore</b> MTA-0054-0340 3/98 - 8/98 ✓ Miscellaneous Correspondence & Spec Book	
	<b>Light Rail Shop Track 3N</b> MTA-90-59-01 5/96 - 5/98 Miscellaneous Correspondence Spec Book	

**RECORDS TRANSMITTAL AND RECEIPTS**

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. <b>03W77</b>	DATE REC'D <b>8-14-02</b>
B. DIVISION/UNIT Office of Engineering/Construction			FM CODE <b>26.01.06.00</b>
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE <b>35</b> SECTION(S) <b>4</b>	NO. OF CU. FT <b>1</b>
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 1 of 1	<p>Rerail Townsend to Massey MTA-4700-1316-01 4/95 - 3/98 ✓ Miscellaneous Correspondence Spec Book CO 1, 2, 3 Contract Closeout</p> <p>Washington Grove Platform Shelters MTA-0054-0140 2/97 - 6/98 ✓ Miscellaneous Correspondence Bid Documents Spec Book Change Notices Change Orders C.O. No.001 Change Orders Closeout</p> <p>115 RE High Strength Rail Procurement MTA-0660 4/96 - 9/98 ✓ Miscellaneous Correspondence Spec Books CO 1, 2 Contract Closeout</p>	<p>Schedule No. 1001 All Items July 2005</p> <p><i>Disposal</i> <i>7/27/05</i> <i>[Signature]</i></p>

**RECORDS TRANSMITTAL AND RECEIPTS**

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO.  <b>00W520</b>	DATE REC'D <b>10-25-99</b>
B. DIVISION/UNIT Office of Engineering/Construction			FM CODE <b>26.01.06.00</b>
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE <b>31</b> SECTION(S) <b>23</b>	NO. OF CU. FT <b>2</b>
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 2	<b>Contract No. MTA-0115-0140 12/97 - 6/98</b> <b>Eutaw/Monument Street Vent Shaft Repairs</b>  Preconstruction Information Incoming Correspondence from Contractor Incoming RFI's from Contractor Incoming Correspondence from MTA Incoming Submittals from Contractor Outgoing Correspondence to Contractor Outgoing Submittals to Contractor Outgoing RFY's to Contractor Outgoing Misc. Information to MTA Monthly Progress Payments Monthly Contract Status Reports Certified Payrolls CCR/CN No. 001 CCR/CN No. 002 CCR/CN No. 003 CCR/CN No. 004 IDR's 03/98 through 06/98 Ledger Book Contract Specification Book Contract Drawings	#1001 All Items July, 2005  <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 20px auto;">                         Missing Boxes                     </div>

**RECORDS TRANSMITTAL AND RECEIPTS**

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO.  <b>00W520</b>	DATE REC'D <b>10-25-99</b>
B. DIVISION/UNIT Office of Engineering/Construction			FM CODE <b>26.01.06.00</b>
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) <b>31 23</b>	NO. OF CU. FT <b>2</b>
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 2	<b>Contract-No. MTA-0115-0140 12/97 - 6/98</b> <b>Eutaw/Monument Street Vent Shaft Repairs</b>  Preconstruction Information Incoming Correspondence from Contractor IncomingRFI's from Contractor Incoming Correspondence from MTA Incoming Submittals from Contractor Outgoing Correspondence to Contractor Outgoing Submittals to Contractor Outgoing RFY's to Contractor Outgoing Misc. Information to MTA Monthly Progress Payments Monthly Contract Status Reports Certified Payrolls CCR/CN No. 001 CCR/CN No. 002 CCR/CN No. 003 CCR/CN No. 004 IDR's 03/98 through 06/98 Ledger Book Contract Specification Book Contract Drawings	#1001 All Items July, 2005

**RECORDS TRANSMITTAL AND RECEIPTS**

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Mass Transit Administration		<b>ACCESSION NO.</b>	<b>DATE REC'D</b>
<b>B. DIVISION/UNIT</b> Office of Engineering/Construction			<b>FM CODE</b>
<b>C. MAILING ADDRESS</b> 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		<b>LOCATION</b> RANGE SECTION(S)	<b>NO. OF CU. FT</b>
<b>D. PHONE NO.</b> 410-767-3328		<b>RECORD CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Deno S. Yenias		<b>TO BE COMPLETED AT</b> STATE RECORDS MANAGEMENT CENTER	
<b>2. BOX NUMBERS</b>	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE</b>	<b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b>	
2 of 2	<b>Contract No. MTA-0115-0140</b> <span style="float:right"><b>12/97 - 6/98</b></span> <b>Eutaw/Monument Street Vent Shaft Repairs</b>  Preconstruction Information Incoming Correspondence from Contractor Incoming RFI's from Contractor Incoming Correspondence from MTA Incoming Submittals from Contractor Outgoing Correspondence to Contractor Outgoing Submittals to Contractor Outgoing RFY's to Contractor Outgoing Misc. Information to MTA Monthly Progress Payments Monthly Contract Status Reports Certified Payrolls CCR/CN No. 001 CCR/CN No. 002 CCR/CN No. 003 CCR/CN No. 004 IDR's 03/98 through 06/98 Ledger Book Contract Specification Book Contract Drawings	All Items July, 2005	

R31  
S23

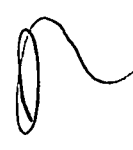
(1 SPACES)



**RECORDS TRANSMITTAL AND RECEIPTS**

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO.  <b>01W306</b>	DATE REC'D <b>10-18-00</b>
B. DIVISION/UNIT TDD/Office of Engineering-Construction			FM CODE <b>26.01.06.00</b>
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION 19 RANGE SECTION(S) <b>35</b>	NO. OF CU. FT <b>1</b>
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 1 of 1	<b>Contract No. MTA-0056-0140 4/97 - 7/98</b> <b>Lutherville Park &amp; Ride Parking Expansion</b>  Field Files Concrete Tickets Asphalt Tickets GAB Tickets Specifications Ledger Certified Payrolls Correspondence Out Correspondence In Change Orders BGE Duct Bank Relocation Preconstruction Notes Source of Supply Shop Drawings Test Results Pay Certifications Inspector Daily Reports July 97 to Dec 97 Preconstruction Photos	Schedule # 1001 All Items <del>January 2005</del> <i>July 2005</i>  <i>Disposed</i> <hr/> <i>7-29-05</i>  	

RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO.  <b>01W308</b>	DATE REC'D <b>10-18-00</b>
B. DIVISION/UNIT Office of Engineering/Construction Division			FM CODE <b>26.01.06.00</b>
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION 19 RANGE SECTION(S) <b>35</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. <b>410-767-3328</b>		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL <b>Deno S. Yenias, Manager</b>		TO BE COMPLETED AT <b>STATE RECORDS MANAGEMENT CENTER</b>	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<u>1 of 2</u>	Contract # MTA-90-53-02 Metro Station Rehab  2/94 - 8/98  FIELD FILES Product Data Summary of Work Submittals Quality Control Punchlist Demo Shop Drawings	SCHEDULE # 1001 All items July 2005	
2 of 2	Transmittals to Contractor Transmittals from Contractor Transmittals from MTA/UMTA Outgoing Fax Outgoing from Contractor Interoffice Correspondence Outgoing Correspondence General Files Pre-construction data Correspondence to MTA/UMTA General Contract Data Letters to Contractor Transmittals to MTA/UMTA Letters from Contractor Memo's to Project Management Memo's from Contract Management Memo's to Resident Engineer Memo's from Resident Engineer Utilities	<p align="center"><i>Disposal</i> <i>7-29-05</i></p> <p align="center"><i>(Signature)</i></p>	

**RECORDS TRANSMITTAL AND RECEIPTS**

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Mass Transit Administration		<b>ACCESSION NO.</b>  01W310		<b>DATE REC'D</b> 10-18-80
<b>B. DIVISION/UNIT</b> TDD/Office of Engineering-Construction				<b>FM CODE</b> 26.01.06.00
<b>C. MAILING ADDRESS</b> 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		<b>LOCATION</b> RANGE SECTION(S) 19 35		<b>NO. OF CU. FT</b> 1
<b>D. PHONE NO.</b> 410-767-3328		<b>RECORD CENTER MANAGER</b>		
<b>E. AGENCY OFFICIAL</b> Deno S. Yenias		<b>TO BE COMPLETED AT</b>  STATE RECORDS MANAGEMENT CENTER		
<b>2. BOX NUMBERS</b>	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE</b>	<b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b>		
1 of 1	<b>Contract No. MTA-0700-3316-08</b> 11/96 - 10/98 <b>Rehab. Grade Crossings at Tannery Road (Middle &amp; West)</b> R.E. Field Files Bid Item Ledger Main Office General File Specification Book Change Orders Closeout  <b>Contract No. MTA-9800-1316-08</b> 03/96 - 06/98 <b>Rehab. Grade Crossings at Devilbliss Bridge Road</b> RE Field Files Semi Final & General Correspondence Tickaler File MARTA Track Submittals Grade Crossings in Frederick County Correspondence Out Pre-Construction Correspondence Miscellaneous Correspondence Main Office Files Correspondence to Contractor Incoming / Others Pre-Construction Correspondence Correspondence From Contractor Miscellaneous Correspondence Progress Payments Submittals Changes CCR/CN/CO Closeout	All Items July, 2005  <i>Disposed</i> <hr/> 7-29-05 <i>[Signature]</i>		

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO.  <b>01W312</b>	DATE REC'D <b>10-18-00</b>
B. DIVISION/UNIT Office of Engineering/Construction Division			FM CODE <b>26.01.06.00</b>
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION <b>19</b> RANGE SECTION(S) <b>35</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. <b>410-767-3328</b>		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL <b>Deno S. Yenias, Manager</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1 of 1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE <b>Contract # MTA-0739 4/97 - 10/97</b> Fast Acting Doors at Bus Division Wash Facilities  FIELD FILES Action Items General Contract Data Correspondance From Contractor Incoming from Facilities Engineering Incoming from MTA Incoming from Others Transmittals to Contractors Correspondance to Contractor Fax's to Contractor Outgoing to Construction Managemenet Outgoing to Facilities Engineering Outgoing to MTA Outgoing to Others Subcontractors General Information Correspondance frpm Subcontractors Contractor Claims and Change Requests Change Notices Change Orders Shop Drawings Submittals Material Sources Insurance Monthly Status Report Contractos Progress Schedule and CPM Meetings Progress Payments	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <b>SCHEDULE # 1001</b> <b>All items</b> <b>July 2005</b>  <i>Disposal</i> <i>7-29-05</i> <i>(Signature)</i>	





**RECORDS TRANSMITTAL AND RECEIPT**

*Partial*

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>SHA</b>		ACCESSION NO. <b>02W705</b>	DATE REC'D <b>7-25-05</b>
B. DIVISION/UNIT <b>office of Finance</b>			RM CODE <b>26.03.05-</b>
C. MAILING ADDRESS		LOCATION RANGE SECTION(S) <b>35 25-26</b>	NO. OF CU. FT. <b>20</b>
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<b>Boxes 1-20 only save</b>	<b>Partial Disposal</b> <b>Vouchers</b> <b>Partial Disposal</b>	<b>Partial Disposal</b> <b>8/2/05 JMM</b> <b>July 2005</b>	
	<b>Boxes 21-70</b> <b>(50 Boxes)</b>	<b>July 2006</b>	

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY State Highway Administration		ACCESSION NO. 02W705	DATE REC'D 1-25-02
B. DIVISION/UNIT Office of Finance and Program Management			RM CODE 26-03-05
C. MAILING ADDRESS 707 N. Calvert St. Balti, MD.		LOCATION RANGE SECTION(S) 35 25-26	NO. OF CU. FT. 70 50
D. PHONE NO. (410) 545-5697		RECORDS CENTER MANAGER Gabriel Lopez	
E. AGENCY OFFICIAL Rosina Mays		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1.	Vouchers 50005851 to 50005915 2000	Schedule # 1809
2.	Vouchers 50005920 to 50005992 2000	Item # 1
3.	Vouchers 50005993 to 50006051 2000	July 2005
4.	Vouchers 50006059 to 50006100 2000	Boxes 1-20 Partial Disposal. 7/2005
5.	Vouchers 50006119 to 50006191 2000	
6.	Vouchers 50006192 to 50006247 2000	
7.	Vouchers 50006273 to 50006314 2000	
8.	Vouchers 50006316 to 50006374 2000	
9.	Vouchers 50006375 to 50006401 2000	
10.	Vouchers 50006410 to 50006451 2000	
11.	Vouchers 50006454 to 50006503 2000	
12.	Vouchers 50006508 to 50006577 2000	
13.	Vouchers 50006579 to 50006629 2000	
14.	Vouchers 50006630 to 50006683 2000	



DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY State Highway Administration		ACCESSION NO. 02W705	DATE REC'D 1-25-02
B. DIVISION/UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 N. Calvert St. Balti, MD. 21202		LOCATION RANGE SECTION(S) 35 25-26	NO. OF CU. F. 70 50
D. PHONE NO. (410) 545-5697		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
15.	<del>30</del> Vouchers 50006685 to 50006727 2000	Disposal 7/2005
16.	Vouchers 50006728 to 50006783 2000	
17.	Vouchers 50006792 to 50006846 2000	
18.	Vouchers 50006852 to 50006903 2000	
19.	Vouchers 50006904 to 50006956 2000	
20.	Vouchers 50006962 to 50007016 2000	
21.	Vouchers 50007025 to 50007101 2001	7/2006
22.	Vouchers 51007106 to 51007124 2001	
23.	Vouchers 51007125 to 51007209 2001	
24.	Vouchers 51007210 to 51007238 2001	
25.	Vouchers 51007239 to 51007312 2001	
26.	Vouchers 51007314 to 51007337 2001	
27.	Vouchers 51007348 to 51007362 2001	
28.	Vouchers 51007363 to 51007415 2001	

**RECORDS TRANSMITTAL AND RECEIPT**

*Partial*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>SHA</b>		ACCESSION NO. <b>95W1468</b>	DATE REC'D
B. DIVISION/UNIT <b>Office of Finance</b>			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS		LOCATION RANGE SECTION(S) <b>102 21</b>	NO. OF CU. FT. <b>12</b>
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<b>Box 1</b>	<b>Partial Disposal</b> — 7/2005 — partial 8/2/05	<b>Sche # 1649</b> <b>Item # 1</b>
<b>Save Box 2, 3, 4</b>	— — — — —	<b>Permanent</b>
<b>5-15</b>	— 7/2005 — partial Disposal 8/2/05	<b>gpr</b>

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1468</b>		DATE RECEIVED <b>5-8-95</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>102</b>		LOCATION SECTIONS <b>21</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202				NO. OF CU. FT. <del>15</del> <b>3</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER			
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER					
2. BOX NUMBERS		3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	<del>PDN COBES FY94 JULY 93 - JUNE 94</del>	<del>- Disposal - 7/05</del>	1649-9	7/2005
2	<del>GENERAL LEDGER FY 94 FEB - MAY 94</del>	<del>- Permanent</del>	1649-17	7/2005 - Archives
3	<del>GENERAL LEDGER FY94 NOV - FEB 93</del>	<del>- Permanent</del>	1649-16	7/2005 - Archives
4	<del>GL FUND CHANGES FY94 NOV 93 - FEB 94</del>	<del>- Permanent</del>	1649-15	7/2005 - Archive
5	<del>TRIAL BALANCE FY 94 MAR - MAY 94</del>		1649-5	7/2005
6	<del>TRIAL BALANCE FY 94 NOV 93 - FEB 94</del>		1649-5	7/2005
7	<del>SUSPENSE - PAY &amp; ALL FY94 JUNE</del>		1649-4	7/2005
8	<del>SUSPENSE - PAY FY94 OCT - DEC 93</del>		1649-4	7/2005
9	<del>SUSPENSE - ALL FY94 MAY</del>		1649-4	7/2005
10	<del>SUSPENSE - ALL FY94 MAR - APRIL</del>		1649-4	7/2005
11	<del>SUSPENSE - ALL FY94 JAN &amp; FEB ALL MARCH - PAY</del>		1649-4	7/2005
12	<del>JE PROOF LIST FY94 MAY</del>		1649-8	7/2005
13	<del>JE PROOF LIST FY94 JUNE BOX I</del>		1649-8	7/2005
14	<del>JE PROOF LIST FY94 DEC 93 - APR 94</del>		1649-8	7/2005
15	<del>STANDARD JE BOOKS FY94</del>		1649-7	7/2005

*Disposal 7/05*

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

*Partial*

A. AGENCY 1. <i>SHA</i>		ACCESSION NO. <i>95W1467</i>	DATE REC'D <i>26.03.05</i>
B. DIVISION/UNIT <i>Office of Finance</i>		LOCATION RANGE SECTION(S) <i>102 21</i>	RM CODE <i>26.03.05</i>
C. MAILING ADDRESS		NO. OF CU. FT. <i>5</i>	
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<i>save</i>	<i>Partial Disposal</i> <i>Box 1, 2</i>	<i>Permanent</i>
<i>3-7</i>	<i>- Disposal - 1/2005 - Partial Disposal</i>	<i>8/2/05</i> <i>9/12</i>

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1467</b>		DATE RECEIVED <b>5-8-95</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION RANGE <b>102</b> SECTIONS <b>21</b>		NO. OF CU. FT. <del>7</del> <b>2</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

1	GL- FUND CHANGES FY94 JULY 93 - OCT 93	→ Permanent	1649-1	1/2005	} Archive
2	GENERAL LEDGER FY94 JULY - OCT 93	→ Permanent	1649-1	1/2005	
3	<del>TRIAL BALANCES FY94 JULY - OCT 93</del>	} Disposal - 1/05	1649-5	1/2005	} Disposal 1/05
4	<del>SUSPENSE - ALL FY94 JULY - SEPT 93</del>		1649-4	1/2005	
5	<del>SUSPENSE - ALL FY94 OCT - DEC 93</del>		1649-4	1/2005	
6	<del>SUSPENSE - PAYROLL FY94 JULY - SEPT 93</del>		1649-4	1/2005	
7	<del>JE PROOF LIST FY94 JULY - NOV 93</del>		1649-8	1/2005	

*E*

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. State Highway Administration		Accession No. <b>03W182</b>	Date Rec'd <b>9-18-02</b>
B. Division/Unit Office of Finance & Information Technology/FAR		Location Range Section(s) <b>14 24-25</b>	RM Code <b>26.03.05</b>
C. Mailing Address 707 N. Calvert Street Baltimore, MD 21202			No. of Cu. Ft. <b>38</b>
D. Phone No. 410-545-5697		Records Center Manager	
E. Agency Official		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
1	Equipment Usage Reports July 2000	Schedule T 1649	
2	Vehicle Usage Reports July 2000	1649 Item 13, 14	
3	Vehicle Usage Reports Aug 2000	1649 July 2005	
4	Vehicle Usage Reports Aug 2000	1649	
5	Equipment Usage Reports Sept 2000	1649	
6	Vehicle Usage Reports Sept 2000	1649 Disposal	
7	Equipment Usage Reports Oct 2000	1649	
8	Vehicle Usage Reports Oct 2000	1649 7/29/05	
9	Equipment Usage Reports Nov 2000	1649	
10	Vehicle Usage Reports Nov 2000	1649	
11	Equip Usage Commute Miles Dec 2000	1649	
12	Equip Usage Operating Hrs Dec 2000	1649	
13	Equipment Usage Reports Jan 2001	1649	
14	Vehicle Usage Reports Jan 2001	1649	
15	Equipment Usage Reports Feb 2001	1649	
16	Vehicle Usage Reports Feb 2001	1649	
17	Equipment Usage Reports March 2001	1649	
18	Vehicle Usage Reports March 2001	1649	
19	Equipment Reports April 2001	1649	
20	Equipment / Vehicle Reports April 2001	1649	
21	Equipment Usage Reports May 2001	1649	
22	Vehicle Usage Reports May 2001	1649	
23	Equip/Veh Rpts - bx 1 of 2 (2-9's) June 2001	1649	
24	Veh/Equip Rpts - bx 2 of 2 (00-1's) June 2001	1649	
25	Equipment Vehicle Usage Reports July 2001	1649	
26	Vehicle & Equipment Reports July 2001	1649	
27	Equipment Usage Reports Aug 2001	1649	
28	Equipment Usage Reports Aug 2001	1649	



RECORDS TRANSMITTAL AND RECEIPT

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

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W565</b>		DATE RECEIVED <b>11-13-96</b>
B. DIVISION / UNIT Office of Finance and Information Technology				RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>27</b>	LOCATION SECTIONS <b>30</b>	NO. OF CU. FT. 5
D. PHONE NO. 545-5685 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
✓ 1	SUSPENSE LISTING FY '95 JULY TO OCT. 94	1649-4	7/2005
✓ 2	SUSPENSE LISTING FY '95 NOV. TO FEB. 94-95	1649-4	7/2005
✓ 3	SUSPENSE LISTING FY '95 OCT. TO DEC. 94	1649-4	7/2005
✓ 4	SUSPENSE LISTING FY '95 JULY TO SEPT. 94	1649-4	7/2005
✓ 5	SUSPENSE LISTING FY '95 JAN. TO FEB. 95	1649-4	7/2005

*Disposal*  
7/29/05  
*[Signature]*



RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
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 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W566</b>	DATE RECEIVED <b>11-13-96</b>
B. DIVISION / UNIT Office of Finance and Information Technology			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>122</b>	LOCATION SECTIONS <b>23</b>
D. PHONE NO. 545-5685 Baltimore, Md. 21202		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	OPEN & CLOSE TRIAL BALANCE FY '95 JULY TO NOV. 94	1649-5	7/2005
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*DISPOSED*  
*7-28-05*  
*AL*

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**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
 P. O. BOX 275, JESSUP, MD. 20794  
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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO.  <b>96W818</b>	DATE RECEIVED <b>12-26-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>120</b>	LOCATION SECTIONS <b>20</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 2	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	SPECIFICATION BOOK FOR PLANS BOX 1	1648-2B	7/2005
2	SPECIFICATION BOOK FOR PLANS BOX 2	1648-2B	7/2005

*Disposed*  
*7-28-05*  
*[Signature]*

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
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 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W181</b>	DATE RECEIVED <b>9-5-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>38</b>	LOCATION SECTIONS <b>1</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>- 6</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

*25-Rolls*

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE M 647 - 951 - 312 BRF - 1102 (1) E	1648-2A	7/2005
2	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE M 680 - 502 - 324 STP - 5008 (14) E	1648-2A	7/2005
3	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE W 898 - 501 - 676 STP - G - 1045 (2) E	1648-2A	7/2005
4	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE W 917 - 501 - 677 IM - G - 70-1 (209) E	1648-2A	7/2005
5	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE C 419 - 951 - 512 BRO - 1 (331) E	1648-2A	7/2005
6	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE H 960 - 951 - 417 AC/DPI - 000S (001) E	1648-2A	7/2005
7	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE CO 538 - 951 - 217 BRO - 1 (336) E	1648-2A	7/2005
8	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE Q 668 - 453 - 225 STP - 1 (350) E	1648-2A	7/2005
9	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE S 376 - 951 - 117 BRO - 1 (335) E	1648-2A	7/2005
10	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE M 425 - 501 - 370 NH - G - 109-1(15) RL# 2	1648-2A	7/2005
11	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE AW 442 - 503 - 025 STP - 3114 (12) E RL# 2	1648-2A	7/2005
12	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE AA 682 - 531 - 570 NH - 110 - 1 (59) C ADD M # 2	1648-2A	7/2005
13	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE M 529 - 501 371 MA - NH - 249 - 1 (8) C RL #2	1648-2A	7/2005
14	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE AA 682 - 501 - 570 NH - STP-G-F-110-1 (34) C RL #10	1648-2A	7/2005
15	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE CH 566 - 501 - 571 STP - G - 8500 (3) E ADDM #2	1648-2A	7/2005

*Disposal  
8-1-05*

16	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE H 960 - 951 - 417 DPI - 000S (001)E ADDM #1	1648-2A	7/2005
17	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE P 119 - 501 - 370 AC - STP-G-NH-G-263 - 1 (9)C RL# 2	1648-2A	7/2005
18	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE M 529 - 501 - 371 MA-NH-249-1 (8)C RL# 3	1648-2A	7/2005
19	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE P 391 - 502 - 370 MA-NH-121-1 (8)C RL# 2	1648-2A	7/2005
20	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE AA 505 - 501 - 576 STP-G-119-1 (12)E RL #2	1648-2A	7/2005
21	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE AA 566 - 501 - 583 STP - 7203 (4)E RL# 3	1648-2A	7/2005
22	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE CE 742 - 501 - 283 STP - 285 - 1 (4) RL #2	1648-2A	7/2005
23	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE W 917 - 501 - 677 IM-G-70-1 (209) E ADDM #1	1648-2A	7/2005
24	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE AA 506 - 501 583 STP - 7203 (4)E RL #5	1648-2A	7/2005
25	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE B 962 - 501 - 480 BRF - 1125 (4)E RL #2	1648-2A	7/2005

*make office*  
**E**

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W180</b>	DATE RECEIVED <b>9-5-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26-03-05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>38</b>	LOCATION SECTIONS <b>1</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>6</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

*22 - Rolls*

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE A 782-709-680 STP - 1 (316) E	1648-2A 7/2005
2	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE CH 566 - 501 - 571 STP - G - 8500 (3) E	1648-2A 7/2005
3	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE C 440 - 501 - 585 NH -G - 259 - 1 (31) E	1648-2A 7/2005
4	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE AA 532 - 501 - 580 BHF - 3617 (3) E	1648-2A 7/2005
5	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE B 857 - 954 - 412 IX - 3453 (4) E	1648-2A 7/2005
<i>5-A</i>	PS&E & ADDM #1	
6	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE B 115 - 501 - 476 NH - G - 281 - 1 (17) C	1648-2A 7/2005
<i>6-A</i>	ADDN 2,3&4	
7	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE M 682 - 501 - 376 STP - G - 1994 (004) E	1648-2A 7/2005
	ADDM #2	
8	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE M 528 - 501 - 371 STP - G - 233 - 1 (3) E	1648-2A 7/2005
	REDLINE # 1	
9	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE AA 564 - 501 - 576 CM - G - 257 - 1 (8) E	1648-2A 7/2005
	REDLINE # 2	
10	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE A - 781 - 501 - 676 STP 207 - 1 (11) E	1648-2A 7/2005
11	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE CL - 758 - 501 - 777 NH - CMG - 236 - 1	1648-2A 7/2005
	(10) E	
12	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE AA - 571 - 501 - 576 NH - G - 118 - 1 (42)	1648-2A 7/2005
	E	
13	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE A 794 - 701 - 680 NH - 100 - 1 (52) E	1648-2A 7/2005
14	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE AW - 573 - 502 - 025 STP - 000S - (429) E	1648-2A 7/2005
15	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE P - 178 - 501 - 324 NH NH - 130 - 1 (69) E	1648-2A 7/2005

*Disposed  
8-1-05*

*1064*

16	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE CL 772 - 501 - 776 HES - STP - 236 - 1 (13) E	1648-2A	7/2005
17	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE B - 155 - 501 - 476 STP - G - 3217 (7) E	1648-2A	7/2005
18	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE CE - 742 - 501 - 283 STP -285 1 (4) E	1648-2A	7/2005
19	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE M - 528 - 503 - 371 MA - STP - G - 5011 (14) C	1648-2A	7/2005
20	SET OF FINAL PLANS WITH ORIGINAL SIGNATURE K - 420 - 501 - 280 TBCG - STP - 1 (308)E (14) C	1648-2A	7/2005

1064

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>90W367</b>		DATE RECEIVED <b>10-16-89</b>	
B. DIVISION / UNIT Office of Finance and Program Management		RANGE <b>140</b>		RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS <b>28</b>		NO. OF CU. FT. <b>1</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER.			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			
<input checked="" type="checkbox"/>	FAB 25 3/85 TO 6/85 FAB 28 2/84 TO 1/85	1807 907-4		7/2005	

Disposal  
 7/29/05  
 JPR

**E**

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W177</b>		DATE RECEIVED <b>9-5-95</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26-03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>118</b>	LOCATION SECTIONS <b>19</b>	NO. OF CU. FT. <b>x 3</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

1	SPECIFICATION BOOK FOR THE PROJECT BOX A1	1648-2B	7/2005
2	SPECIFICATION BOOK FOR THE PROJECT BOX A2	1648-2B	7/2005
3	Specification Book for the Project Box A3	1648-2B	7/2005

~~Disposes~~  
7-28-05  
*[Signature]*

1065



R-118

S-~~118~~ 19

27 EMPTY S-19-20

EA

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 29.02.01		ACCESSION NO. <i>26.03.05</i>		DATE REC'D <i>11-5-85</i>	
b) AGENCY State Highway Administration		86W294			
c) DIVISION/UNIT Office of Finance & Program Mgt.		LOCATION RANGE <i>37</i>	SECTIONS <i>28</i>	NO OF CU. FT. <i>2</i>	
d) MAILING ADDRESS 707 N. Calvert Street Baltimore, Maryland 21202		RECORDS CENTER MANAGER			
e) AGENCY OFFICIAL <i>William R. Burdette</i> William R. Burdette		PHONE NO. 659-1442		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Federal Aid Billing 6/84 to 2/85	1807 907-4 7-05
2	Federal Aid Billing 3/85 to 6/85 2nd Part	907-4 7-05
		<i>Disposal</i> <i>Jan 7/27/05</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 1. State Highway Administration		ACCESSION NO. <b>03W1913</b>	DATE REC'D <b>5.6.03</b>
B. DIVISION/UNIT Office of Audits			RM CODE <b>26.03.22</b>
C. MAILING ADDRESS 707 N. Calvert Street Mailstop C-408 Baltimore, MD 21202		LOCATION RANGE SECTION(S) <b>142 29</b>	NO. OF CU. FT. <b>14</b>
D. PHONE NO. 410-545-8703 Baltimore, MD 21202		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gordon L. Kennard, Jr.		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Precontracts 2001 (#8-15)	Sche. # 2262 7/2005
2	Precontracts 2001 (#16-25)	2262 7/2005
3	Precontracts 2001 (#26-37)	2262 7/2005
4	Precontracts 2001 (#39-49)	2262 7/2005
5	Precontracts 2001 (#50-60)	2262 7/2005
6	Precontracts 2001 (#61-71)	2262 7/2005
7	Precontracts 2001 (#72-80)	2262 7/2005
8	Precontracts 2001 (#81-89)	2262 7/2005
9	Precontracts 2001 (#90-99)	2262 7/2005
10	Precontracts 2001 (#100-106)	2262 7/2005
11	Precontracts 2001 (#107-114)	2262 7/2005
12	Precontracts 2001 (#115-124)	2262 7/2005
13	Precontracts 2001 (#124-132)	2262 7/2005
14	Precontracts 2001 (#133-143)	2262 7/2005
		Item # 1 <u>Disposal</u> 7/29/05 [Signature]

26.03.02	DOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
CONSTRUCTION CONTRACTS			
Division or Unit			

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	ITEM No.				
95W1531	CONTRACT FILES	1539	3	NOT SPECIFIED	400	7/2005	RECYCLE

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

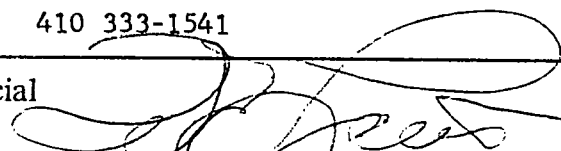
\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 DECEMBER 30, 2005  
 Date

**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> 1. State Highway Administration 707 N. Calvert Street Balto., MD 21202	<b>Accession No.</b> 95W1531	<b>Date Rec'd.</b> 5-16-95 <b>RM Code</b> 26.03.02
<b>B. Division/Unit</b> Construction Contracts Section	<b>Location</b> Range Section(s) 168 10-19	<b>No. of Cu. Ft.</b> 400
<b>C. Mailing Address</b> 707 N. Calvert Street Balto., MD 21202 Room 407		
<b>D. Phone No.</b> 410 333-1541	<b>Records Center Manager</b>	
<b>E. Agency Official</b> 	<b>To Be Completed At</b> <b>State Records Management Center</b>	

2. Box Numbers	3. Description of Records with inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
400	Original Contractor Proposal(s) Contract File Low Bid Letter Notice of Award Notice to Proceed Sublets Bid Tabs Bid Analysis E/E Certification Insurance Certification Affirmative Action Plan	#1539 #3 <del>169 1-A</del> <del>2/1/2005</del> 7/05 *Missing Box # 316 Disposal 7/25/05 gpl

R-168

S-10-19

171 Empties S-19-23

Box # 316 - Missing

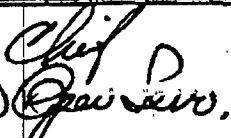
DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

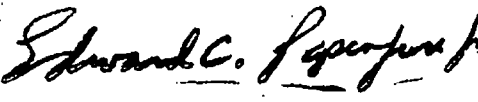
MDOT - SHA Department of Transportation		Construction Inspection	
AGENCY		DIVISION	
Item No.	Description	Retention	
1	Supersedes Schedule 169 <u>Employee Personnel Files</u> Personnel application Appointment letters Change address forms Efficiency ratings Retirement forms	Retain for three (3) years after termination, then destroy	
2	<u>Contract Files for Construction Projects</u> Proposal forms, extra work orders, AAP packages, notice to proceed letters, general correspondence, completion packages	Retain for five (5) years after final voucher clears, then destroy	
3	<u>Construction Files - General</u> Manpower management reports, payrolls & estimates, progress reports	Retain for ten (10) years, then destroy	
4	<u>Consultant Inspection Services Contract</u> Contract proposals, resumes, approvals, proposal ratings	Retain for five (5) years after final audit, then destroy	

Schedule Approved by Department,  
Agency, or Division Representative

4/5/93  
Date  
  
Signature

  
Title

Schedule Authorized by

APR 23 1993  
Date  
  
State Archivist

MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
STATE HIGHWAY. ADMIN.		
Division or Unit		

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	ITEM No.				
89W806	TIME CARDS	944	1	1987	2	7/2005	RECYCLE
85W532	ICE FILES, LETTER FILES	944	1	PRE 1980	3	7/2005	RECYCLE

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

<b>Signature</b> DGS 550-2 (Rev. 1/93)	<b>Records Center Manager</b> Title	<b>DECEMBER 30, 2005</b> Date
---	--	----------------------------------



# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

*JS*

<p>a) AGENCY CODE 1. 29.02.61.30      <i>26.03.01</i></p> <p>b) AGENCY State Highway Administration</p> <p>c) DIVISION/UNIT Bureau of Project Planning</p> <p>d) MAILING ADDRESS 707 N. Calvert Street Room 310 Baltimore, Maryland 21202</p> <p>e) AGENCY OFFICIAL <i>[Signature]</i>      PHONE NO. <i>659-1255</i></p>	<p>ACCESSION NO. <i>85W532</i></p> <p>LOCATION - RANGE <i>26</i>      SECTION(S) <i>32-33</i></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <i>2-22-85</i></p> <p>NO. OF CU. FT. <i>29</i> <del><i>27</i></del></p> <p><i>Fi. 14</i></p> <p><i>Bx-3</i></p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
---	---	---

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
		Schedule #944 Item 1 Retain for 5 Year then return to agency
1	ICE back-up I-70 I-95 I-495 I-97-2 I-370	<p style="text-align: right;"><i>Jan 1990</i></p> <p style="text-align: right;"><i>7/05 P</i></p> <p style="text-align: center;"><i>DISPOSAL</i></p> <p style="text-align: right;"><i>8/2/05</i></p> <p style="text-align: right;"><i>1/94</i></p> <p style="text-align: right;"><i>Boxes - 15 + 19</i></p> <p style="text-align: right;"><i>*Partial - 4/94</i></p> <p style="text-align: right;"><i>Boxes - 3-5, 10-14</i></p> <p style="text-align: right;"><i>21-22, 25-26</i></p> <p style="text-align: right;"><i>28</i></p> <p style="text-align: right;"><i>*avg</i></p>
2	Letter file Pre 1980 (Hoffman)	
3	<del>BATCS Engineering Books ABCDEF Etc.</del>	
4	<del>BATCS original DEIS &amp; FEIS some letter files</del>	
5	<del>BATCS DEIS (3)</del>	
6	<del>1983 Interstate Cost Estimate Books</del>	
7	<del>1983 Interstate Cost Estimate work maps</del>	
8	<del>ICE Back-up I-895 I-295 I-297</del>	
9	<del>Special Studies MD68 Wash Co. MD219 Deep Cr. Lane MD66, MD2 &amp; 4 (Calvert Co) MD 648 Balt. Co. MD 219 Oakland Bypass</del>	
10	<del>1984 Engineering Reports</del>	
11	<del>Originals for DEIS &amp; FEIS plates &amp; tables</del>	
12	<del>1984 Engineering Reports</del>	
13	<del>1984 Engineering Reports</del>	
14	<del>BATCS Engineering Books ABCDEFG</del>	
15	Invoices BATCS	
16	<del>ICE Back-up I-195 I-83 I-81 I-70</del>	
17	<del>ICE Back-up I-97 I-297 I-295 I-495 I-695 I-270</del>	
18	<del>ICE Back-up I-68 I-95 I-380 I-795 I-895</del>	
19	ICE Back-up I-695 I-95-5 I-270 I-95-3 I-83	
20	ICE Back-up Information I-97-1 I-70 I-195 I-797 I-795 I-270 I-81	
21	<del>MD410 Ext'd Correspondence file</del>	
22	<del>MC223 MD23 Ext Project Records</del>	
23	<del>MD424/214 Correspondence and Project file</del>	
24	<del>MD173 Stony Creek Technical Data</del>	
25	<del>MD173 Stony Creek Correspondence &amp; Documents</del>	
26	<del>MD173 Stony Creek Correspondence &amp; Documents</del>	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

~~27~~ ~~EIS's and Brochures~~

Schedule #944 Item 1  
Retain for 5 years  
then return to Agency

~~28~~ ~~Misc. Files MD 7, MD 125, MD 60~~  
~~29~~ ~~I-95/I-495~~

*A partial - 10/94  
\*Bxs - 6-9, 16-18,  
20, 23, 24, 27*

RECORDS RETENTION AND DISPOSAL SCHEDULE

State Highway Administration

Bureau of Project Planning

AGENCY

DIVISION

Item No.	Description	Retention
1	Highway Project Files: Copies of correspondence, maps, environmental impact statements	Retain in office for one year, store for four years. return to Bureau of Project Planning for review to keep or destroy.
2	Administrative Files: Miscellaneous and personnel action correspondence	Retain in office for one year, store for four years. At end of five years, return to Bureau of Project Planning for review to keep or destroy.
3	Time Cards	Retain in office for one year, then destroy.

Schedule approved by Department, Agency or Division Representative

*[Signature]*  
Signature

Schedule Authorized by Board of Public Works

*11/23/64*  
*[Signature]*  
Date                      Approver

*10/15/64*  
Date

Disposal Authorized by Board of Public Works

*[Signature]*  
Date                      Secretary

**Records Eligible for Disposal**

State Highway Administration  
Project Planning Division  
707 N. Calvert Street, C-301  
Baltimore MD 21201

**Records Management Code 26.03.01**

85W0532 ✓ (3) 0944 Okay to destroy 07/01/2005

89W0806 ✓ (2) 0944 Okay to destroy 07/01/2005

89W0303 (35) 0944 Keep files 07/01/2010

98W0120 (11) 0944 Keep files 07/01/2010

98W0121 (24) 0944 Keep files 07/01/2010

Files listed above are needed for planning development of the ICC (Inter County Connector Project)

89W0306 (4) 0944 Keep Files 07/01/2010

Files needed for archaeological library and reports for the various projects.

*Brenda Howell*  
6/23/05

# RECORDS TRANSMITTAL AND RECEIPT

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

PROJECT  
DEVELOPMENT  
DIVISION

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

JAN 18 2 19 71 '89

a) AGENCY CODE 1. <del>26</del> 26.03.01	ACCESSION NO. 89W806	DATE REC'D 2-14-89
b) AGENCY State Highway Administration		
c) DIVISION/UNIT Project Development Division	LOCATION - RANGE 26	SECTION(S) 24
d) MAILING ADDRESS 707 N. Calvert Street Room #506 Baltimore, Maryland 21202	NO. OF CU. FT. <del>14</del> 2	
e) AGENCY OFFICIAL 	PHONE NO. 333-1235	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL D.)
#1	Invoices & Files for Oxon Hill Archeology at I-95/MD 210 Interchange	Sch #944
#2	Environmental Management Miscellaneous 1988	Item # 1
#3	Draft Envir. Impact Statement (DEIS) and Supplement to Draft Envir. Impact Statement, on MD 482 Relocated US 140, Relocated MD 30, Phase I Rapid Transit, Section 4 (f) statement, Preliminary (f) statement, City Boulevard, I-395, Interstate 83.	Jan. 1994 7/05 R * Returned to Agency Bx # 1 8-1-90
#4	I-370 originals for Documents & Displays	Partial - 4/94
#5	1982 to 1986 invoices, service and supply	Bxs 2-6, 8, 10-14
#6	1984 to 1987 invoices, service and supply	7/05 R
#7	time cards 1/86 to 12/86 yellow copy	DISPOSAL
#8	US 48 correspondence dates include Aug-Dec 1984, and Jan-June 1985, Response to technical policy review, by citizens coalition for improvement, invitations for Bids, section 1 Plans-July 1985, Photos	8/2/05
#9	time cards 1/87 to 12/87 yellow copy	

USE PLAIN UNLINED PAPER FOR CONTINUATION (S)

- #10 Supplemental Draft- EIS, Final Environmental Statement  
Supplemental Loc/Des Eng: report recommended proposal  
Ageena and AJA, Draft EIS (4F)
- #11 FEIS sect 4 (f) Eva Md 100/ I-95 to MD 3 (I-97) Anne  
Arundel and Howard Counties, FEIS MD 36 from 1/2 mile  
south of Seldom Seen Rd to Buskirk Hollow RD. (Allegany  
County), FEIS MD 410- US 40 Interchanges (PG County),  
FEIS US 50- cabin Branch Interchange at Cheverly (PG  
County).
- #12 Miscellaneous, Supplemental Information Report,  
Programmatic 4 (F) evaluation, US 50, Final Negative  
Declaration Sec. 4(F) Statement, MD 355, EA MD 182,  
EA, MD 194, DEIS, US 48, Md 410, etc.
- #13 US 48 - AGBF 2
- #14 US 48 invoices

RECORDS RETENTION AND DISPOSAL SCHEDULE

State Highway Administration

Bureau of Project Planning

AGENCY

DIVISION

Item No.	Description	Retention
1	Highway Project Files: Copies of correspondence, maps, environmental impact statements	Retain in office for one year, store for four years. At end of five years, return to Bureau of Project Planning for review to keep or destroy.
2	Administrative Files: Miscellaneous and personnel action correspondence	Retain in office for one year, store for four years. At end of five years, return to Bureau of Project Planning for review to keep or destroy.
3	Time Cards	Retain in office for one year, then destroy.

Schedule approved by Department, Agency or Division Representative

*[Signature]*  
Signature

10/15/82  
Date

Approval Authorized by Board of Public Works

11/23/82 *[Signature]*  
Date Secretary

*[Signature]*  
Date Secretary

**Records Eligible for Disposal**

State Highway Administration  
Project Planning Division  
707 N. Calvert Street, C-301  
Baltimore MD 21201

**Records Management Code 26.03.01**

85W0532 ✓ (3) 0944 Okay to destroy 07/01/2005

89W0806 ✓ (2) 0944 Okay to destroy 07/01/2005 ✓

89W0303 (35) 0944 Keep files 07/01/2010

98W0120 (11) 0944 Keep files 07/01/2010

98W0121 (24) 0944 Keep files 07/01/2010

Files listed above are needed for planning development of the ICC (Inter County Connector Project)

89W0306 (4) 0944 Keep Files 07/01/2010

Files needed for archaeological library and reports for the various projects.

*Brenda Howell*  
6/23/05



26.01.15	MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
MBE			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	ITEM No.				
00W8517	MBE/DBE CASE FILES	1980	2	NOT SPECIFIED	5	7/2005	RECYCLE
01W69	MBE/DBE CASE FILES	1980	2	NOT SPECIFIED	98	7/2005	RECYCLE

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

Signature \_\_\_\_\_  
DGS 550-2 (Rev. 1/93)
Records Center Manager \_\_\_\_\_  
Title
DECEMBER 30, 2005 \_\_\_\_\_  
Date

# 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> 1. DEPARTMENT OF TRANSPORTATION		ACCESSION NO.  <span style="font-size: 2em;">00W851</span>	DATE REC'D. <span style="font-size: 1.5em;">2-24-00</span>
<b>B. DIVISION/UNIT</b> OFFICE OF MINORITY BUSINESS ENTERPRISE (MBE)		RM CODE <span style="font-size: 1.5em;">26.01.15</span>	
<b>C. MAILING ADDRESS</b> P.O. BOX 8755 B.W.I. AIRPORT, MD 21240-0755		LOCATION RANGE SECTION(S) <span style="font-size: 2em;">26      13</span>	NO. OF CU. FT.  <span style="font-size: 2em;">5</span>
<b>D. PHONE NO.</b> 410-865-1269		RECORDS CENTER MANAGER	
<b>E. AGENCY OFFICIAL</b> CATHERINE M. SVOBODA		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1-3  4          5	VAL CONSTRUCTION  CHARLES CENTER PROPERTIES EDDCO SUPPLY CORPORATION SKYLARK REAL ESTATE LEGAL SUPPORT SERVICES ENVIRONMENTAL GROUP SERVICES, INC. P & D TRUCKING COMPANY ANTIETAM ELECTRICAL CONTRACTORS, INC. ADVANCED TECHNOLOGY SOLUTION INC. (ATS) CIRCUIT BREAKERS, INC.  BELTVILLES CONSTRUCTION SUPPLY, INC      # 1925 BKK CORPORATION      # 371 BOB FARMER CONSTRUCTION CO.      # 5912 CALVERT MECHANICAL, INC.      # 247 CIRCUIT BREAKERS, INC.      # 6735 D & H BUILDERS, INC.      # 6628 GRACO TRUCKING CORP.      # 6657 ID LAND MANAGEMENT, INC.      # 6474 NOVAQUEST INFOSYSTEMS      # 6491 RUSSELL CORROSION CONSULTANTS, INC.      # 37	1980 2 JAN. 2003  <span style="font-size: 1.5em;">7/2005</span>  <span style="font-size: 2em; font-family: cursive;">Disposal</span>  <span style="font-size: 1.5em;">7/29/05</span>  <span style="font-size: 2em; font-family: cursive;">JML</span>	

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. DEPARTMENT OF TRANSPORTATION	Accession No. 01W69	Date Rec'd 9-5-00 RM Code 26-01-15
B. Division/Unit OFFICE OF MINORITY BUSINESS ENTERPRISE (MBE)	Location Range                      Section(s) 114                              31-33	No. of Cu. Ft. 98
C. Mailing Address    P.O. Box 8755 BWI AIRPORT, MD 21240-0755	D. Phone No.                      410-865-1269 E. Agency Official                CATHERINE M. SVOBODA	
<b>To Be Completed At  State Records Management Center</b>		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
01 - 98	PLEASE SEE ATTACHED	SCHEDULE 1980 ITEM 2 <del>JAN. 2004</del> 7/05 <u>Disposal</u> 7-28-05 <i>B</i>

R-114  
S-31-33

3-Entry TRACS

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ADVANCED ENGINEERING CONCEPTS, INC.	01
ASSEMBLY PLACES INTERNATIONAL	01
BENT CONSTRUCTION COMPANY	01
COBEY, ROBERT M.	01
CONTEMPORARY MEDIA CREATIONS, INC.	01
CSI ENGINEERING, INC.	01
IMAGE GLASS, INC.	01
JAYCON, INC.	01
JB INTERIORS, INC.	01
LUYEN NGUYEN	01
MID-ATLANTIC TRANSPORTATION ENGINEERS, INC.	01
SABLE COMMUNICATIONS CO. OF GA, INC.	01

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4M COMMUNICATIONS INC. DBA	02
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COLOURS, INC. T/A	02
G & B ENVIRONMENTAL, INC.	02
HALLMARK CAPITAL CORPORATION	02
HAMILTON ELECTRIC & LIGHTING PRODUCTS CO., INC.	02
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AMERICAN SECURITY SERVICE, INC.	03

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P.W. TEES IMPRINTING	40
PARADIGM MANAGEMENT LEAGUE T/A	40
SUPERIOR FORMS AND PRINTING, INC.	40
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26.03.08.02	MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
STATE HWY. ADMIN. - OEO			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	ITEM No.				
02W710	PRIME & COMPLIANCE CONTRACTS	1822	7	2002	26	7/2005	RECYCLE

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

_____	Records Center Manager	_____	DECEMBER 30, 2005
Signature	Title	Date	

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1379)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY <b>State Highway Administration</b>		ACCESSION NO. <b>02W710</b>	DATE REC'D <b>1-25-02</b>
B. DIVISION/UNIT <b>Office of Equal Opportunity -(OEO)</b>			RM CODE <b>26.03.08.02</b>
C. MAILING ADDRESS <b>707 N. Calvert Street Baltimore, Maryland 21202 Mail Stop - C-406</b>		LOCATION RANGE SECTION(S) <b>65 13-14</b>	NO. OF CU. FT. <b>26</b>
D. PHONE NO. <b>(410) 545-0325</b>		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL <b>Walter Owens, Jr., Director of OEO</b>		TO BE COMPLETED AT <b>STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<b>PRIME CONTRACTORS CONTRACTS</b>	<b>SCHEDULE NO. 1822 # 7</b>
1	Concrete General - B-818-504-471 to Driggs W-890-501-683	Retain 3 years, Dispose 4/22/05
2	Belt Paving - A-768-501-677 to Bramble T-382-501-277	Retain 3 years, Dispose 4/22/05
3	Bramble K-401-201-276 to Bramble Q-676-501-281	Retain 3 years, Dispose 4/22/05
4	Chemung Contracting P-410-507-372 to Concrete General P-560-502-372	Retain 3 years, Dispose 4/22/05
5	Corfu Decorators M-688-701-014 to Cunningham Paving P-983-501-376	Retain 3 years, Dispose 4/22/05
6	Dewey Jordan HO-292-508-770 to Kibler M-401-511-372	Retain 3 years, Dispose 4/22/05
7	Flanigan & Sons AA-583-501-577 to R&R Gregory SM-722-501-529	Retain 3 years, Dispose 4/22/05
8	Haverhill Conracint AA-893-504-572 to Jordan Dewey W-912-951-617	Retain 3 years, Dispose 4/22/05
9	Hawkins Electric AW-453-501-385 to I.A. Construction WO-722-501-177	Retain 3 years, Dispose 4/22/05
10	I.A. Construction - 403-09-114-92 to Lodiglan USA - AA-739-502-570	Retain 3 years, Dispose 4/22/05
11	Kiewit Eastern Company - A-714-701-014 to Lee Foundation - HO-659-501-780	Retain 3 years, Dispose 4/22/05
12	Groves, S.J. & Sons - A-519-508-670 to HO-630-501-770	Retain 3 years, Dispose 4/22/05
13	Macfarlan Construction - M-625-501-380 to K-421-701-014	Retain 3 years, Dispose 4/22/05
14	D.J.R., Inc. AA-501-585 to Dolby Marine, Inc. T-376-501-280	Retain 3 years, Dispose 4/22/05
15	Allied Contractors- AW-405-70-014 to Carl Belt - G-568-501-577	Retain 3 years, Dispose 4/22/05
	<b>CIVIL RIGHTS - COMPLIANCE CONTRACTS</b>	<b>SCHEDULE NO. 1822</b>
16	H-876-501-471 to AW6695180	Retain 3 years, Dispose 4/22/05
17	GA5745176 to XX1015685 (District 6)	Retain 3 years, Dispose 4/22/05
18	BA-2025124 to H656-502-471 (District 6)	Retain 3 years, Dispose 4/22/05
19	F-174-501-771(District 7) to PG2365177 (District 3)	Retain 3 years, Dispose 4/22/05
20	AW8835180 / XX1015585 (District 5) to CL-772-501-776 to F.157-501-771 (District 7)	Retain 3 years, Dispose 4/22/05
21	AA6415177 to AW760-501-571 (District 5)	Retain 3 years, Dispose 4/22/05
22	XX1015385 to AA6405177 (District 5)	Retain 3 years, Dispose 4/22/05
23	MO611B51 to P-184-501-380 ( District 3).	Retain 3 years, Dispose 4/22/05
24	DO545514 to XX2235177 (District 1) 4170021400 to CE719BM1 (District 2)	Retain 3 years, Dispose 4/22/05
25	P-185-951-317 to XX1005385 (District 3)	Retain 3 years, Dispose 4/22/05
26	CE-746-501-277 to MO5715176 (District 2)	Retain 3 years, Dispose 4/22/05

**DISPOSAL**  
**7/28/05**  
**LJS**

**July 2005**

R-65

② SPACE

S → 13 - 14 (S-14)





**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. <b>95W943</b>	DATE REC'D <b>2-2-95</b>
B. DIVISION/UNIT FINANCE - GRANT ACCOUNTING			RM CODE <b>26.01.06.01</b>
C. MAILING ADDRESS 1515 WASHINGTON BLVD BALTIMORE, MD 21230		LOCATION RANGE SECTION(S) <b>109 10</b>	NO. OF CU. FT. <b>6</b>
D. PHONE NO. (410) 333-4802		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>James Renner</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
13	Grant Accounting Invoices - FY'80 & 81 Z-259-299/Z001-033	SCHEDULE 992 ITEM NO. 1B DISPOSAL DATE JUNE 30, 2005
14	" " " " Z-034---Z-077	"
15	" " " " Z-078---Z-129	"
16	" " " " Z-130---Z-176	"
17	" " " " Z-177---Z-217	"
18	" " " " Z-218---Z-258	"

*Disposal*  
*7/25/05*  
*[Signature]*

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 709-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. MARYLAND TRANSIT ADMINISTRATION	<b>ACCESSION NO.</b> <div style="font-size: 2em; font-family: cursive;">03W1283</div>	<b>DATE REC'D</b> 11-19-02
<b>D. DIVISION/UNIT</b> FINANCE - ACCOUNTS PAYABLE	<b>RFM CODE</b> 26-01-06-01	
<b>C. MAILING ADDRESS</b> 6 ST. PAUL STREET 8TH FL. BALTIMORE, MD 21202	<b>LOCATION</b> RANGE SECTION(S) 56 26-27	<b>NO. OF CU. FT.</b> 24
<b>D. PHONE NO.</b> 410-767-3716	<b>RECORDS CENTER MANAGER</b> <div style="font-size: 2em; font-family: cursive;">[Signature]</div>	
<b>E. AGENCY OFFICIAL</b> JACQUELINE V. COATES	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
19/1	FY98 & FY99 A/P VOUCHERS J8007859 - J9000221	<div style="font-size: 2em; font-family: cursive;">DISPOSAL</div> <div style="font-size: 2em; font-family: cursive;">7/12/05</div> SCHEDULE 992 ITEM NO. 1A DISPOSAL DATE 7/05 <div style="font-size: 2em; font-family: cursive;">JIS</div>
2	FY99 A/P VOUCHERS - J9000230 - J9000567	
3	" " " 590 - " 1637	
4	" " " 1638 - " 1873	
5	" " " 1885 - " 2967	
6	" " " 2972 - " 3224	
7	" " " 3230 - " 3483	
8	" " " J9000001 - J9000023	
9	" " " J9000860 - J9001061	
10	" " " 1062 - " 1386	
11	" " " 1411 - " 2317	
12	" " " 2325 - " 2615	
13	" " " 2616 - " 3740	
14	" " " 3741 - " 4029	
15	" " " 4086 - " 4395	
16	" " " 4396 - " 4725	
17	" " " 4745 - " 4920	
18	" " " 4922 - " 5159	
19	" " " 5191 - " 5431	
20	" " " 5433 - " 5741	
21	" " " 5745 - " 6013	
22	" " " 6014 - " 6281	
	" " " 6282 - 6561	

23 " " 6563 - 6879  
 24 " " 6910 - 7063

PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

03W285

AGENCY Mass Transit Administration 26.01.06.01	ACCESSION NO. 03W285	DATE REC'D 11-19-02
VISION/UNIT Finance/General Accounting	RANGE 56	RM CODE 26.01.06.01
MAILING ADDRESS 6 St. Paul Street Finance Dept., 8th Floor Baltimore, Maryland 21202	LOCATION SECTION(S) 27	NO. OF CU. FT. 7
PHONE NO. (410)767-3733	RECORDS CENTER MANAGER	
AGENCY OFFICIAL Ivan E. Rodriguez	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

1. INDEX NUMBERS	2. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
001	General Accounting/Cash Receipts FEB 98 - Oct 98	SCHEDULE 994
002	General Accounting/Cash Receipts NOV 98 - Feb 99	ITEM NO. 1C
003	General Accounting/Cash Receipts Mar 99 - May 99	DISPOSAL DATE 07/04
004	General Accounting/Cash Receipts JUNE 99 - AUG 99	DISPOSAL DATE 07/05
005	General Accounting/Cash Receipts SEPT 99 - DEC 99	" " " " "
006	General Accounting/Cash Receipts DEC 99 - MAR 00	
007	General Accounting/Cash Receipts APR 00 - JUNE 00	

DISPOSAL  
2/12/05  
LDS

R-56  
S-27

G-Entry SPACES  
S-27

MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate
Reporting Agency		Retain one (1) copy and forward original to address at left.
AVIATION ADMIN./FINANCE ACCTNG.		
Division or Unit		


## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	ITEM No.				
04W566	ACCOUNTS RECEIVABLE RPTS.	1159	4,9	FY 2002	8	7/2005	RECYCLE
04W567	ACCOUNTS RECEIVABLE RPTS.	1159	1,9	FY 2002	14	7/2005	RECYCLE
04W568	ACCOUNTS PAYABLE	1159	9	7/01THRU 6/02	29	7/2005	RECYCLE
05W85	PARKING FINES	1159	13	2002	7	7/2005	RECYCLE

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

_____ Signature	Records Center Manager Title	DECEMBER 30, 2005 Date
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DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)  
**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AVIATION ADMINISTRATION		ACCESSION NO. <b>05W85</b>	DATE REC'D <b>8-23-04</b>
B. DIVISION/UNIT FINANCE/ACCOUNTING			RM CODE <b>26.01.01</b>
C. MAILING ADDRESS 10304 8766 BINI AIRPORT MD 21240-0766		LOCATION 901 ELKRIDGE LANDING RD LINTHICUM MD 21090	NO. OF CU. FT. <b>97</b>
D. PHONE NO. CAROL GREGORY 410-859-7017		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL LINDA MCGUIRE 410-859-7228 LEE BETTINGHAM 410-859-7646		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
	PARKING FINES	SCHEDULE 1159 ITEM 813
	(2) 2-7 TO 2-26 2002	JULY 2005
Missing -	(3) 3-15 TO 3-29 2002	JULY 2005
	(7) 1-2 TO 1-14 2002	JULY 2005
	(10) 3-1 TO 3-15 2002	JULY 2005
	(11) 5-1 TO 5-31 2002	JULY 2005
	(12) 1-15 TO 1-31 2002	JULY 2005
	(17) 4-24 TO 5-18 2002 AND PAYMENT RECEIPTS	JULY 2005
Missing -	(19) 6-3 TO 6-15 2002	JULY 2005
	(20) 4-1 TO 4-23 2002 AND PAYMENT RECEIPTS	JULY 2005

\* MISSING  
 Box # 3, 19  
 Disposal  
 7/15/05  
 epl

DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 790-1379)  
**RECORDS TRANSMITTAL AND RECEIPT**

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> <b>MARYLAND AVIATION ADMINISTRATION</b>	Accession No. <b>04W568</b>	Date Rec'd <b>12-29-03</b>
<b>B. Division/Unit</b> <b>FINANCE/ACCOUNTING</b>	Location Range Section(s) <b>0 4-5</b>	RM Code <b>26.01.01</b>
<b>C. Mailing Address</b> <b>901 ELKRIDGE LANDING RD, LINTHICUM MD</b>	No. of Cu. Ft. <b>29</b>	
<b>D. Phone No.</b>	Records Center Manager	
<b>E. Agency Official</b> <b>LEE BRITTINGHAM 410-869-8646</b>	To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal authority, Schedule, Item No. Disposal Date
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2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal authority, Schedule, Item No. Disposal Date
	<b><u>ACCOUNTS PAYABLE</u></b>	<b>Schedule 1159 No. 9</b>
	<b><u>PAID INVOICES FY-02 (July 01- June 02)</u></b>	<b>Retain to 6/30/05 Plus Audit</b>
1	A Misc - Arnauts Inc	<i>July 2005</i>  <i>Disposal</i> <i>7/15/05</i> <i>epf</i>
2	Arnold's Factory - BGE	
3	BGE - Bank of America	
4	Barcoding - Cast of Thousands	
5	Wm Castleberry - Cingular	
6	Cingular - Consolidated Eng.	
7	Consolidated Eng - Custom Carpet	
8	D Misc - Exxon Credit Card	
9	F Misc - Michael Gunn	
10	H Misc - Hawkins Electric	
11	Hawkins Electric - J P Distr.	
12	Mike Jordan Cons - Ben Martinez	
13	Maryland Auto - Millar Elevator	
14	Miller Bros - P Misc	
15	Pameco - Rudolphs	
16	Ryan - Signature Flight Support	
17	Signature Flight - United Business	
18	United Laboratories - USA Waste	
19	V Misc - Washington Post	
20	Washington Professional - Z	
21	Maryland Environmental Service	
22	MDTA - Interagency A-SU	
23	Interagency SUI - Z	



DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 790-1379)  
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> <b>MARYLAND AVIATION ADMINISTRATION</b>	<b>Accession No.</b> <span style="font-size: 1.5em; font-family: cursive;">04W568</span>	<b>Date Rec'd</b> <span style="font-size: 1.5em; font-family: cursive;">12-29-03</span>
<b>B. Division/Unit</b> <b>FINANCE/ACCOUNTING</b>	<b>Location</b> Range Section(s)	<b>RM Code</b> <span style="font-size: 1.5em; font-family: cursive;">26.01.01</span>
<b>C. Mailing Address</b> <b>901 ELKRIDGE LANDING RD, LINTHICUM MD</b>	<b>No. of Cu. Ft.</b>	
<b>D. Phone No.</b>	<b>Records Center Manager</b>	
<b>E. Agency Official</b> <b>LEE BRITTINGHAM 410-869-8646</b>	<b>To Be Completed At</b> <b>State Records Management Center</b>	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal authority, Schedule, Item No. Disposal Date
	<b>ACCOUNTS PAYABLE</b>	
	<b>TRANSMITTALS FY- 02 (July 01 - June 02)</b>	
24	J2000001 - J2002079 7/01/01 - 10/15/01	<b>Schedule 1159 No. 9</b>  <b>Retain to 6/30/05</b> <b>Plus Audit</b>
25	J2002101 - J2004484 10/16/01 - 2/18/02	
26	J2004522 - J2006986 2/19/02 - 6/19/02	
27	<i>Box number NOT USED - LEE BRITTINGHAM 12/29/03</i>	
	<b>WORKING FUND</b>	
28	J1013996 6/27/01 - 6/30/02	
29	J1009621 11/14/00- 5/30/01	

E

DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 790-1379)  
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

NOV 18 2003

A. Agency <b>MARYLAND AVIATION ADMINISTRATION</b>		Accession No. <b>04W567</b>	Date Rec'd <b>12-29-03</b>
B. Division/Unit <b>FINANCE/ACCOUNTING</b>		Location Range Section(s)	RM Code <b>26.01.01</b>
C. Mailing Address <b>901 ELKRIDGE LANDING RD, LINTHICUM MD</b>		<b>2 17-18</b>	No. of Cu. Ft. <b>14</b>
D. Phone No.		Records Center Manager	
E. Agency Official <b>LEE BRITTINGHAM 410-869-8646</b>		To Be Completed At <b>State Records Management Center</b>	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal authority, Schedule, Item No. Disposal Date
<u>Accounts Receivable</u>		
A. <u>BWI Revenue Reports</u>		
1 of 2 #1	A-G	Schedule # 1159 Item # 9
2 of 2 #2	H-Z	Disposal Date
1 of 1 #3	Maryland Parking	6/30/05 plus audit
<i>Box MISSING - NOT SENT TO RECORDS CENTER - L. BRITTINGHAM 12/29/03</i>		
B. <u>BWI Invoices</u>		
1 of 4 #4	AI-Chimes	Schedule # 1159 Item # 9
2 of 4 #5	Coleman-Huntleigh	Disposal Date
3 of 4 #6	Icelandair-Super shuttle	6/30/05 plus audit
4 of 4 #7	Transportation Security Admin-Zantop	
C. <u>CD Worksheets</u>		
1 of 7 #8	07/02/01-08/20/01	Schedule # 1159 Item # 1
2 of 7 #9	08/21/01-10/10/01	Disposal Date
3 of 7 #10	10/11/01-11/30/01	6/30/05 plus audit
4 of 7 #11	12/01/01-01/31/02	
5 of 7 #12	02/01/02-03/29/02	
6 of 7 #13	04/01/02-05/30/02	
7 of 7 #14	05/10/02-06/30/02	
<i>July 2005 Disposal 7/15/05</i>		

*gms*

*E*

DEPARTMENT OF GENERAL SERVICES  
 P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 790-1379)  
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

NOV 18 2003

A. Agency <b>MARYLAND AVIATION ADMINISTRATION</b>	Accession No. <b>04W566</b>	Date Rec'd <b>12-29-03</b>
		RM Code <b>26-01-01</b>
B. Division/Unit <b>FINANCE/ACCOUNTING</b>	Location Range Section(s) <b>2 18</b>	No. of Cu. Ft. <b>8</b>
C. Mailing Address <b>901 ELKRIDGE LANDING RD, LINTHICUM MD</b>	Records Center Manager	
D. Phone No.	To Be Completed At State Records Management Center	
E. Agency Official <b>LEE BRITTINGHAM 410-869-8646</b>		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal authority, Schedule, Item No. Disposal Date
	<u>Accounts Receivable</u>	
1 of 1 <sup>#1</sup>	D. <u>Martin State Airport Invoices</u> FY 02 7/01/01-6/30/02	Schedule # 1159 Item # 9 Disposal Date 6/30/05 plus audit
1 of 1 <sup>#2</sup>	E. <u>Martin State Airport Revenue Reports</u> FY 02 7/01/01-6/30/02	
	F. <u>Correspondence</u> FY 02 7/01/01-6/30/02	Schedule # 1159 Item # 4 Disposal Date 6/30/05 plus audit
1 of 2 <sup>#3</sup> 2 of 2 <sup>#4</sup>	BWI A-L BWI M-Z + Martins	
1 of 2 <sup>#5</sup> 2 of 2 <sup>#6</sup>	G. <u>Ageing Reports</u> FY 02 7/01/01-6/30/02 7/01-1/02 2/02-6/02	Schedule # 1159 Item # 4 Disposal Date 6/30/05 plus audit
1 of 1 <sup>#7</sup>	H. FMIS Batch Report Log FY 02 7/01/01-6/30/02	Schedule # 1159 Item # 4 Disposal Date 6/30/05 plus audit
1 of 1 <sup>#8</sup>	I. RPT. LOGS DEPOSIT CONFIRM FY 02 7/01 - 6/02	July 2005 Disposal 7/15/05

*[Signature]*