



# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 709-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> INJURED WORKERS INSURANCE FUND		<b>ACCESSION NO.</b> 96W88		<b>DATE REC'D</b> 8-23-95	
<b>B. DIVISION/UNIT</b> DISTRIBUTION CENTER		<b>LOCATION</b> <b>RANGE</b> 136 <b>SECTION(S)</b> 28-34		<b>FM CODE</b> 18.01	
<b>C. MAILING ADDRESS</b> INJURED WORKERS INSURANCE FUND 8722 LOCH RAVEN BLVD. TOWSON, MARYLAND 21286				<b>NO. OF CU. FT.</b> 38	
<b>D. PHONE NO.</b> 410-494-2109		<b>RECORDS CENTER MANAGER</b> <i>Lyndell Bryant</i>		<b>HAILED DATE</b> 8-23-95	
<b>E. AGENCY OFFICIAL</b> EDWARD J. LEWANDOWSKI DIRECTOR OF DISTRIBUTION CENTER		<b>TO BE COMPLETED AT</b> <b>STATE RECORDS MANAGEMENT CENTER</b>			
<b>2. BOX NUMBERS</b>	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b>			<b>4. DISPOSAL AUTHORITY</b>	
1 THRU 86	CLAIM CHECKS - JANUARY 1, 1993 - DECEMBER 31, 1993			SCHEDULE, ITEM NO., DISPOSAL DATE	
				5 YEARS	
				SCH. # 1249-A1 ITEM # 4 JANUARY 1999 2006	

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

Schedule No.

1249A1

Page 1 of 1

Agency Injured Workers' Insurance Fund

Division/Unit Accounting/  
Data Control

Item No	Description	Retention
	ADMENDMENT TO SCHEDULE 1249	
11	<u>Vouchers</u> Medical Payment Voucher for Payment to Medical Vendors.	Retain in State Records Center five (5) years thereafter from date of receipt. then destroy.
12	<u>Requisitions</u> Temporary Total and Permanent Partial Requisition for Payment to Claimants.	Retain in State Record Center five (5) years thereafter from date of receipt, then destroy.
	A.	
4	<u>Claim Checks</u> For Permanent Partial Payments, Temporary Total Payment and Medical Payment.	Retain in State Record Center for ten (10) years thereafter from date of receipt, then destroy.

Approved by Department, Agency, or Division Representative.

Date

9/14/94

Signature

*Edward Lewandowski*

Type Name Edward Lewandowski

Title

Director - Accounting/Data Control

Schedule Authorized by State Archivist.

Date

10/17/94

Signature

*Edward Lewandowski*

05.06	COMP	<b>Department of General Services</b> <b>Records Management Division</b> <b>7275 Waterloo Road (Rte. 175)</b> <b>P.O. Box 275</b> <b>Jessup, Maryland 20794-0275</b>	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Revenue Administration Division Income Tax			
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.				
92W334	Corporation ( 5 Million )	2971	26	1986	256	1/2006	RECYCLE
92W340	Corporation ( 4 Million )	2071	26	1986	93	1/2006	RECYCLE
93W119	C.R.B.	2071	72		28	1/2006	RECYCLE
01W398	506 With Holding	2071	23	1999	89	1/2006	RECYCLE
01W399	508 ' s	2071	31	1999	31	1/2006	RECYCLE
02W216	Paper W-2's & Magmedia	2071	27	2000	240	1/2006	RECYCLE
02W217	506 Withholding Documents	2071	23	2000	94	1/2006	RECYCLE
02W667	Amended Returns	2071	43	2000	115	1/2006	RECYCLE
02W701	I Reflie	2071	43	2000	49	1/2006	RECYCLE
03W663	EL 101	2071	28	2001	32	1/2006	RECYCLE
04W164	Doc - Loc Returns	2071	28	2003	3391	1/2006	RECYCLE

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

Charlie P Lopez Signature DGS 550-2 (Rev. 1/93)	Records Center Manager Title	January 30, 2006 Date
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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 273, JESSUP, MD. 20794 (TELEPHONE - 769-1379)

Original

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 240104		05.06.01		ACCESSION NO. 92W334		DATE REC'D 9-26-91			
b) AGENCY Maryland Inc Tax Div.				LOCATION - RANGE 52		SECTION(S) 1-7		NO. OF CU. FT. 256	
c) DIVISION/UNIT Corporation				RECORDS CENTER MANAGER					
d) MAILING ADDRESS Income Tax Division Office of the Comptroller Carroll Street Annapolis, Md 21411									
e) AGENCY OFFICIAL Charles L. Anthony				PHONE NO. 974-2891		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS		3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES				4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)			
		1986							
1		5000002 5000158				<del>Sch 453/ item 28 disp 2006 Jan. 2008 1786 2071 1227 26 1106 Disposal 1/10/06 JPL</del>			
2		5000359 5000358							
3		5000359 5000598							
4		5000600 5000939							
5		5000940 5001199							
6		5001700 5001499							
7		5001500 5001799							
8		5001800 5002049							
9		5002050 5002334							
10		5002335 5002629							
11		5002630 5002934							
12		5002935 5003199							
13		5003200 5003469							
14		5003470 5003734							
15		5007335 5004049							
16		5004050 5004299							
17		5004300 5004599							
18		5004600 5004939							
19		5004940 5005199							
20		5005200 5005439							
21		5005440 5005739							
22		5005740 5005999							
23		5006000 5006269							
24		5006270 5006534							
25		5006535 5006834							
26		5006835 5007099							
27		5007100 5007399							
28		5007400 5007599							
29		5007600 5007899							
30		5007900 5008188							
31		5008200 5008499							
32		5008500 5008724							
33		5008725 5008969							

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**DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER**  
**P.O. BOX 273, JESSUP, MD. 20794 (TELEPHONE - 709-1379)**

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

<b>1. AGENCY CODE</b>  240104	<b>ACCESSION NO.</b>  	<b>DATE REC'D</b>  
<b>2. AGENCY</b>  Maryland Inc Tax Div.		
<b>3. DIVISION/UNIT</b>  Corporation	<b>LOCATION - RANGE</b>  	<b>SECTION(S)</b>  
<b>4. MAILING ADDRESS</b>  Income Tax Division Office of the Comptroller Carroll Street Annapolis, Md 21411	<b>NO. OF CU. FT.</b>  	
<b>5. AGENCY OFFICIAL</b>  Charles L. Anthony	<b>PHONE NO.</b>  974-2891	<b>TO BE COMPLETED AT</b> <b>STATE RECORDS MANAGEMENT CENTER</b>

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1986	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
34	5008970	5009199	
35	5009200	5009488	
36	5009489	5009699	
37	5009700	5009947	
38	5009948	5010029	
39	5010030	5010369	
40	5010370	5010599	
41	5010600	5010799	
42	5010800	5011034	
43	5011035	5011234	
44	5011235	5011399	
45	5011400	5011649	
46	5011650	5011849	
47	5011850	5012074	
48	5012075	5012274	
49	5012275	5012499	
50	5012500	5012734	
51	5012735	5012979	
52	5012980	5013164	
53	5013165	5013369	
54	5013370	5013569	
55	5013570	5013799	
56	5013800	5013999	
57	5014000	5014179	
58	5014180	5014369	
59	5014370	5014569	
60	5014570	5014769	
61	5014770	5014999	
62	5015000	5015199	
63	5015200	5015434	
64	5015435	5015634	
65	5015635	5015799	
66	5015800	5016034	

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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  240104		ACCESSION NO.		DATE REC'D	
b) AGENCY  Maryland Inc Tax Div.					
c) DIVISION/UNIT  Corporation		LOCATION - RANGE		SECTION(S)	
d) MAILING ADDRESS  Income Tax Division Office of the Comptroller Carroll Street Annapolis, Md 21411		RECORDS CENTER MANAGER		NO. OF CU. FT.	
e) AGENCY OFFICIAL  Charles L. Anthony		PHONE NO.  974-2891		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1986	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
67	5016035	5016249	
68	5016250	5016399	
69	5016400	5016634	
70	5016635	5016849	
71	5016850	5017069	
72	5017070	5017274	
73	5017275	5017467	
74	5017468	5017699	
75	5017700	5017929	
76	5017930	5018169	
77	5018170	5018399	
78	5018400	5018599	
79	5018600	5018799	
80	5018800	5018976	
81	5018977	5019169	
82	5019170	5019357	
83	5019358	5019569	
84	5019570	5019769	
85	5019770	5019973	
86	5019974	5020159	
87	5020160	5020324	
88	5020325	5020499	
89	5020500	5020649	
90	5020650	5020839	
91	5020840	5020979	
92	5020980	5021174	
93	5021175	5021320	
94	5021321	5021449	
95	5021450	5021619	
96	5021620	5021774	
97	5021775	5021924	
98	5021925	5022059	
99	5022060	5022234	
100	5022235	5022399	

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

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1986	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256	5045700                      5045874 5045875                      5046029 5046030                      5046269 5046270                      5046434 5046435                      5046584 5046585                      5046749 5046750                      5046899 5046900                      5047064 5047065                      5047299 5047300                      5047424 5047425                      5047599 5047600                      5047834 5047835                      5048061 5048062                      5048424 5048425                      5048599 5048600                      5048767 5048768                      5048999 5049000                      5049199 5049200                      5049381 5049382                      5049599 5049600                      5049799 5049800                      5050054		

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

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

<b>1. AGENCY CODE</b>  240104		<b>ACCESSION NO.</b>  		<b>DATE REC'D</b>  	
<b>2. AGENCY</b>  Maryland Inc Tax Div.		<b>LOCATION - RANGE</b>  		<b>SECTION(S)</b>  	
<b>3. DIVISION/UNIT</b>  Corporation		<b>NO. OF CU. FT.</b>  		<b>MAILING ADDRESS</b>  Income Tax Division Office of the Comptroller Carroll Street Annapolis, Md 21411	
<b>4. AGENCY OFFICIAL</b>  Charles L. Anthony		<b>PHONE NO.</b>  974-2891		<b>TO BE COMPLETED AT</b> <b>STATE RECORDS MANAGEMENT CENTER</b>	
<b>5. BOX NUMBERS</b>	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b>			<b>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)</b>	
	1986				
101	5022400	5022537			
102	5022538	5022713			
103	5022714	5022819			
104	5022820	5022953			
105	5022954	5023099			
106	5023100	5023228			
107	5023229	5023349			
108	5023350	5023499			
109	5023500	5023659			
110	5023660	5023799			
111	5023800	5023899			
112	5023900	5024033			
113	5024034	5024179			
114	5024180	5024324			
115	5024325	5024499			
116	5024500	5024669			
117	5024670	5024824			
118	5024825	5024974			
119	5024975	5025124			
120	5025125	5025320			
121	5025321	5025534			
122	5025535	5025634			
123	5025635	5025754			
124	5025755	5025916			
125	5025917	5026049			
126	5026050	5026188			
127	5026189	5026319			
128	5026320	5026499			
129	5026500	5026619			
130	5026620	5026749			
131	5026750	5026967			
132	5026968	5027089			
133	5027090	5027249			

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

a) AGENCY CODE  240104		ACCESSION NO.		DATE REC'D
b) AGENCY  Maryland Inc Tax Div.				
c) DIVISION/UNIT  Corporation		LOCATION RANGE		NO. OF CU. FT.
d) MAILING ADDRESS  Income Tax Division Office of the Comptroller Carroll Street Annapolis, Md 21411		SECTION(S)		
e) AGENCY OFFICIAL  Charles L. Anthony		PHONE NO.  974-2891		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)
	1986			
134	5027250	5027474		
135	5027475	5027624		
136	5027625	5027799		
137	5027800	5027999		
138	5028000	5028139		
139	5028140	5028299		
140	5028300	5028534		
141	5028535	5028774		
142	5028775	5028969		
143	5028970	5029169		
144	5029170	5029369		
145	5029370	5029564		
146	5029565	5029749		
147	5029750	5029884		
148	5029885	5030067		
149	5030068	5-30199		
150	5030200	5030349		
151	5030350	5030519		
152	5030520	5030664		
153	5030665	5030859		
154	5030860	5031049		
155	5031050	5031249		
156	5031250	5031424		
157	5031425	5031624		
158	5031625	5031824		
159	5031825	5031999		
160	5032000	5032179		
161	5032180	5032364		
162	5032365	5032599		
163	5032600	5032799		
164	5032800	5032969		
165	5032970	5033184		
166	5033185	5033434		
167	5033435	5033649		

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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 273, JESSUP, MD. 20794 (TELEPHONE - 793-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE  240104		ACCESSION NO.		DATE REC'D
b) AGENCY  Maryland Inc Tax Div.		LOCATION - RANGE		NO. OF CU. FT.
c) DIVISION/UNIT  Corporation		SECTION(S)		
d) MAILING ADDRESS  Income Tax Division Office of the Comptroller Carroll Street Annapolis, Md 21411		RECORDS CENTER MANAGER		
e) AGENCY OFFICIAL  Charles L. Anthony		PHONE NO.  974-2891		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	1986			
168	5033650	5033859		
169	5033860	5034074		
170	5034075	5034234		
171	5034235	5034324		
172	5034325	5034524		
173	5034225	5034699		
174	5034700	5034899		
175	5034900	5035099		
176	5035100	5035299		
177	5035300	5035469		
178	5035470	5035584		
179	5035585	5035779		
180	5035780	5035944		
181	5035945	5036124		
182	5036125	5036399		
183	5036350	5036579		
184	5036580	5036774		
185	5036775	5036984		
186	5036985	5037174		
187	5037175	5037399		
188	5037400	5037629		
189	5037630	5037837		
190	5037838	5038049		
191	5038050	5038229		
192	5038230	5038419		
193	5038420	5038534		
194	5038535	5038699		
195	5038700	5038874		
196	5038875	5039074		
197	5039075	5039269		
198	5039270	5039464		
199	5039465	5039679		
200	5039680	5039849		
201	5039850	5039999		

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1986	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
202	5040000	5040174	
203	5040175	5040324	
204	5040325	5040524	
205	5040525	5040729	
206	5040730	5040899	
207	5040900	5041024	
208	5041025	5041179	
209	5041180	5041349	
210	5041350	5041549	
211	5041550	5041729	
212	5041730	5041879	
213	5041880	5042044	
214	5042045	5042234	
215	5042235	5042424	
216	5042425	5042634	
217	5042635	5042829	
218	5042830	5042974	
219	5042975	5043134	
220	5043135	5043325	
221	5043326	5043499	
222	5043500	5043669	
223	5043670	5043844	
224	5043845	5044024	
225	5044025	5044224	
226	5044225	5044399	
227	5044400	5044569	
228	5044570	5044734	
229	5044735	5044924	
230	5044925	5045099	
231	5045100	5045269	
232	5045270	5045399	
233	5045400	5045574	
234	5045575	5045699	

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DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)

Schedule No.

2071

Page 7 of 15

Item No	Description	Retention
	<u>RETURNS PROCESSING</u>	
23.	<p><u>Employers Return of Income Tax Withheld - MW506</u></p> <p>Returns submitted by employers showing the total tax, with adjustments, withheld from each employee's salary during the reporting quarter.</p>	<p>Retain at the Revenue Administration Center for 1 calendar year, then transfer to the State Management Center for 4 calendar years, then destroy.</p>
24.	<p><u>Individual, Pass Through Entity and Fiduciary Declaration of Estimated Tax - 502D, 510D and 504D</u></p> <p>Submitted by taxpayer to initiate payment of State taxes by estimation. The form shows the quarterly estimated tax to be paid by declaration and the amount accompanying the initial declaration.</p>	<p>Retain at the Revenue Administration Center for 1 calendar year, transfer to the State Management Center for 2 years, then destroy.</p>
25.	<p><u>Individual Pass Through Entity and Fiduciary Estimated Tax Vouchers - 502DEP, 510DEP and 504DEP</u></p> <p>Submitted quarterly by the taxpayer along with the quarterly tax installment, these vouchers serve as billing notices for taxpayers who pay their state taxes by quarterly declaration.</p>	<p>Retain at the Revenue Administration Center for 1 calendar year, transfer to the State Management Center for 2 years, then destroy.</p>
26.	<p><u>Corporation Income Tax Returns - Form 500 1996 and prior tax years</u></p> <p>Consists of annual tax returns filed by each corporation and association having income allocable to the State under the provisions of the Annotated Code of Maryland, unless otherwise exempted.</p>	<p>Retain paper at the Revenue Administration Center for 3 calendar years, then transfer to the State Management Center for 15 years, then destroy.</p>

original

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 240104		ACCESSION NO. 92W340		DATE REC'D 9-26-91
2. AGENCY Maryland Income Tax Division		LOCATION - RANGE 52		SECTION(S) 7-9
3. DIVISION/UNIT Corporation		NO. OF CU. FT. 93		
4. MAILING ADDRESS Income Tax Division Office of the Comptroller Carroll Street Annapolis, Maryland 21411		RECORDS CENTER MANAGER		
5. AGENCY OFFICIAL Charles L. Anthony		PHONE NO. (301) 974-2891		
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER				

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1986	4. DISPOSAL AUTHORITY- (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	4000000	4000199	<del>Sch 853</del> <del>item 28</del> <del>disp 2006</del> Jan 2008 1786 # 28 1/06 2071 # 26 1/06 Disposal 1/6/06 GPS
2	4000200	4000449	
3	4000450	4000769	
4	4000770	4001034	
5	4001035	4001299	
6	4001300	4001569	
7	4001570	4001799	
8	4001800	4001999	
9	4002000	4002169	
10	4002172	4002434	
11	4002435	4002669	
12	4002670	4002899	
13	4002900	4003134	
14	4003135	4003669	
15	4003370	4003599	
16	4003600	4003799	
17	4003800	4004034	
18	4004300	4004564	
19	4004300	4004564	
20	4004565	4004769	
21	4004770	4004999	
22	4005000	4005234	
23	4005235	4005469	
24	4005470	4005699	
25	4005700	4005899	
26	4005900	4006134	
27	4006135	4006334	
28	4006335	4006569	
29	4006570	4006779	
30	4006770	4006969	
31	4006970	4007168	
32	4007169	4007369	
33	4007370	4007574	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 240104		ACCESSION NO.		DATE REC'D	
b) AGENCY Maryland Income Tax Division					
c) DIVISION/UNIT Corporation		LOCATION - RANGE		SECTION(S)	
d) MAILING ADDRESS Income Tax Division Office of the Comptroller Carroll Street Annapolis, Maryland 21411		RECORDS CENTER MANAGER			
e) AGENCY OFFICIAL Charles L. Anthony		PHONE NO. (301) 974-2891		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1986	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
34	4007575	4007799	
35	4007800	4007999	
36	4008000	4008234	
37	4008235	4008399	
38	4008400	4008599	
39	4008600	4008799	
40	4008800	4008999	
41	4009000	4009169	
42	4009170	4007369	
43	4009300	4009449	
44	4009450	4009599	
45	4009600	4009749	
46	4009750	4009844	
47	4009845	4010000	
48	4010001	4010174	
49	4010175	4010324	
50	4010325	4010459	
51	4010460	4010599	
52	4010600	4010734	
53	4010735	4010964	
54	4010965	4011169	
55	4011170	4011369	
56	4011370	4011569	
57	4011570	4011769	
58	4011770	4011899	
59	4011900	4012134	
60	4012135	4012334	
61	4012335	4012515	
62	4012516	4012699	
63	4012700	4012899	
64	4012900	4013099	
65	4013100	4013299	
66	4013300	4013499	

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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 240104		ACCESSION NO.	DATE REC'D
b) AGENCY Maryland Income Tax Division			
c) DIVISION/UNIT Corporation		LOCATION - RANGE	SECTION(S)
d) MAILING ADDRESS Income Tax Division Office of the Comptroller Carroll Street Annapolis, Maryland 21411		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Charles L. Anthony		PHONE NO. (301) 974-2891	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1986	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
67	4013500	4013699	
68	4013700	4013869	
69	4013870	4014149	
70	4014150	4014234	
71	4015235	4015434	
72	4014435	4014664	
73	4014665	4014834	
74	4014835	4015024	
75	4015025	4015196	
76	4015197	4015349	
77	4015350	4015524	
78	4015525	4015699	
79	4015700	4015873	
80	4015874	4016049	
81	4016050	4016199	
82	4016200	4016374	
83	4016375	4016566	
84	4016567	4016734	
85	4016735	4016899	
86	4016900	4017054	
87	4017055	4017199	
88	4017200	4017347	
89	4017348	4017474	
90	4017475	4017660	
91	4017661	4017845	
92	4017846	4017962	
93	4017963	4018001	

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DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)

Schedule No.

2071

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Item No	Description	Retention
	<u>RETURNS PROCESSING</u>	
23.	<u>Employers Return of Income Tax Withheld - MW506</u>	
	Returns submitted by employers showing the total tax, with adjustments, withheld from each employee's salary during the reporting quarter.	Retain at the Revenue Administration Center for 1 calendar year, then transfer to the State Management Center for 4 calendar years, then destroy.
24.	<u>Individual, Pass Through Entity and Fiduciary Declaration of Estimated Tax - 502D, 510D and 504D</u>	
	Submitted by taxpayer to initiate payment of State taxes by estimation. The form shows the quarterly estimated tax to be paid by declaration and the amount accompanying the initial declaration.	Retain at the Revenue Administration Center for 1 calendar year, transfer to the State Management Center for 2 years, then destroy.
25.	<u>Individual Pass Through Entity and Fiduciary Estimated Tax Vouchers - 502DEP, 510DEP and 504DEP</u>	
	Submitted quarterly by the taxpayer along with the quarterly tax installment, these vouchers serve as billing notices for taxpayers who pay their state taxes by quarterly declaration.	Retain at the Revenue Administration Center for 1 calendar year, transfer to the State Management Center for 2 years, then destroy.
26.	<u>Corporation Income Tax Returns - Form 500 1996 and prior tax years</u>	
	Consists of annual tax returns filed by each corporation and association having income allocable to the State under the provisions of the Annotated Code of Maryland, unless otherwise exempted.	Retain paper at the Revenue Administration Center for 3 calendar years, then transfer to the State Management Center for 15 years, then destroy.

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MARYLAND DEPARTMENT OF GENERAL SERVICES

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# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1376)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. COMPTROLLER OF THE TREASURY		<b>ACCESSION NO.</b> 93W119	<b>DATE REC'D</b> 8-5-92
<b>B. DIVISION/UNIT</b> INCOME TAX DIVISION		<b>LOCATION</b> RANGE SECTION(S) 5 23	<b>RM CODE</b> 05.06
<b>C. MAILING ADDRESS</b> INCOME TAX BLDG ANNAPOLIS, MD 21411			<b>NO. OF CU. FT.</b> 28
<b>D. PHONE NO.</b> 974-3029		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> NANCY PARKER		<b>TO BE COMPLETED AT</b> STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES C.R.B.	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	000-00-0000 - 099-99-9999	2071 1786 SCH. 855 A-1 Part III
2	100-00-0000 - 179-99-9999	ITEM 72
3	180-00-0000 - 212-49-9999	DESTROY 7/2004
4	212-50-0000 - 213-19-9999	July 2005
5	213-20-0000 - 213-99-9999	Jan. 2006
6	214-00-0000 - 214-69-9999	Disposal
7	214-70-0000 - 215-49-9999	1/13/06
8	215-50-0000 - 215-99-9999	YPR
9	216-00-0000 - 216-59-9999	
10	216-60-0000 - 217-39-9999	
11	217-40-0000 - 217-69-9999	
12	217-70-0000 - 218-59-9999	
13	218-60-0000 - 219-69-9999	
14	219-70-0000 - 220-55-9999	
15	220-56-0000 - 223-59-9999	
16	223-60-0000 - 228-49-9999	
17	228-50-0000 - 234-99-9999	
18	235-00-0000 - 243-99-9999	

Box Numbers	DESCRIPTION of records	Disposal
----------------	------------------------	----------

19	244-00-0000 - 250-99-9999	
----	---------------------------	--

20	251-00-0000 - 289-99-9999	
----	---------------------------	--

21	290-00-0000 - 409-99-9999	
----	---------------------------	--

22	410-00-0000 - 549-99-9999	
----	---------------------------	--

23	550-00-0000 - 577-69-9999	
----	---------------------------	--

24	577-70-0000 - 577-99-9999	
----	---------------------------	--

25	578-00-0000 - 578-74-9999	
----	---------------------------	--

26	578-75-0000 - 579-49-9999	
----	---------------------------	--

27	579-50-0000 - 579-79-9999	
----	---------------------------	--

28	579-80-0000 - 999-99-9999	
----	---------------------------	--

ELIGIBLE FOR DISPOSAL

ACCESSION NO. CU. FT. SCHEDULE NO. ITEM NO.

DISPOSAL DATE

\*\* Records Management Code 05.06

04W0652

72 2071

34

-04W0694

24 2071

57

93W0119

28 1786

PART III, 72

\*\* Subtotal \*\*

7/05

Sales + Use Tax OK

7/05

Estate Tax

7/05

CASE REVIEW

BOARD

Hold for Bail<sup>124</sup> malle - 1 ship

04W652 - OK

04W694 - To be checked

93W119 - Hold for  
2 months  
9/05



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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO.  01W 398	DATE REC'D <b>2-5-01</b>	
B. DIVISION/UNIT Revenue Administration Division			RM CODE <b>05.06</b>	
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21401		LOCATION RANGE SECTION(S) <b>176 8-10</b>		NO. OF CU. FT. <b>89</b>
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL F. McINTyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
1-89 boxes	1999 506 W/H	Sch 2071 Item #23 Disp. Jan 2006 <i>Disposal</i> <i>1/13/06</i> <i>[Signature]</i>		



DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)

Schedule No.

2071

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Item No	Description	Retention
	<u>RETURNS PROCESSING</u>	
23.	<u>Employers Return of Income Tax Withheld - MW506</u>  Returns submitted by employers showing the total tax, with adjustments, withheld from each employee's salary during the reporting quarter.	Retain at the Revenue Administration Center for 1 calendar year, then transfer to the State Management Center for 4 calendar years, then destroy.
24.	<u>Individual, Pass Through Entity and Fiduciary Declaration of Estimated Tax - 502D, 510D and 504D</u>  Submitted by taxpayer to initiate payment of State taxes by estimation. The form shows the quarterly estimated tax to be paid by declaration and the amount accompanying the initial declaration.	Retain at the Revenue Administration Center for 1 calendar year, transfer to the State Management Center for 2 years, then destroy.
25.	<u>Individual, Pass Through Entity and Fiduciary Estimated Tax Vouchers - 502DEP, 510DEP and 504DEP</u>  Submitted quarterly by the taxpayer along with the quarterly tax installment, these vouchers serve as billing notices for taxpayers who pay their state taxes by quarterly declaration.	Retain at the Revenue Administration Center for 1 calendar year, transfer to the State Management Center for 2 years, then destroy.
26.	<u>Corporation Income Tax Returns - Form 500 1996 and prior tax years</u>  Consists of annual tax returns filed by each corporation and association having income allocable to the State under the provisions of the Annotated Code of Maryland, unless otherwise exempted.	Retain paper at the Revenue Administration Center for 3 calendar years, then transfer to the State Management Center for 15 years, then destroy.

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO.  01W 399	DATE REC'D <b>2-5-01</b>	
B. DIVISION/UNIT Revenue Administration Division			RM CODE <b>05.06</b>	
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) <b>176 10</b>		NO. OF CU. FT. <b>23</b>
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL F. McINTyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
1-23 boxes	1999 508's	Sch 2071  Item #31  Disp. Jan. 2006  <i>Disposal</i> <i>1/13/06</i> <i>gpl</i>		

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)

Schedule No.

2071

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Item No	Description	Retention
31.	<u>MW508 - Employer's Annual Reconciliation of Income Tax Withheld</u>	Retain at the Revenue Administration Center for 2 years, then transfer to the State Management Center for 3 years, then destroy.
32.	<u>Form 500D and 500 DEP - Corporation Declaration of Estimated Tax.</u>	Retain at the Revenue Administration Center for 2 calendar years, then transfer to the State Management Center for 3 years, then destroy.
33.	<u>Form 500E - Corporation Application for Extension to File with and without Remittance</u>	Retain at the Revenue Administration Center for 2 calendar years, then transfer to the State Management Center for 3 years, then destroy.
34.	<u>Sales and Use Tax Reports</u>  Returns submitted by taxpayers to pay the Sales and Use Tax.	Retain at the Revenue Administration Center for 1 fiscal year, then transfer to the State Management Center for 1 fiscal year, then destroy.
35.	<u>Personal Income Tax Returns</u> <u>Forms 123, 502, 503, 505 and 515</u> <u>1991 and prior</u>  These forms are filed by all residents of the State, who have received income from sources within the State and are required by existing statutes to file such a return.	Retain the paper at the Revenue Administration Center for 2 years, then transfer to the State Management Center for 3 years, then destroy.
36.	<u>Fiduciary Income Tax Returns - 504</u> <u>1997 and prior</u>  These forms are filed by all fiduciaries who have received income from sources within the State, and are required by existing statutes to file such a return.	Retain the paper at the Revenue Administration Center for 2 years, then

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maeyland		ACCESSION NO.  02W 216		DATE REC'D 2-19-02	
B. DIVISION/UNIT Revenue Administration Division				RM CODE 05.06	
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) 69 12-18		NO. OF CU. FT. 240	
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE			
(240)	2000 W-2's Paper W-2s & Magmedia	Sche. # 2071 Item # 27 Disp. Jan. 2006  Disposal 1/11/06 LPR			
1-187	- 187				
350-399	- 50				
193-195	- 3				
	240				

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maeyland		ACCESSION NO.  02W 216		DATE REC'D 2-19-02	
B. DIVISION/UNIT Revenue Administration Division				RM CODE 05.06	
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) 69 12-18		NO. OF CU. FT. 240	
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL F.Mcintyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
(240)  1-187  350-399  193-195	2000 W-2's Paper W-2s & Magmedia			Sche. # 2071 Item # 27 Disp. Jan. 2006	

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)

Schedule No.

2071

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Item No	Description	Retention
27.	<p><u>Withholding Tax Statements (W2)</u></p> <p>Prepared and submitted by employer's for each employee from whom income tax was withheld during the tax year. Each statement shows the employer's name, address and identification number, the employee's name, address, and social security number, total wages paid, and the amount of income tax withheld.</p>	<p>Retain for 1 calendar year, then transfer to the State Management Center for 4 years, then destroy.</p>
28.	<p><u>Personal, Corporate, Pass Through Entity (PTE) &amp; Fiduciary Income Tax Returns (123, 500 - 1997 and future, 502, 503, 504 - 1998 and future, 505, 510 - 1997 and future, 515).</u></p> <p>Arranged numerically by year. These forms are imaged filed by all residents, and non-residents, corporations and fiduciaries, pass-through entities of the State who have received income from sources within the State, and are required by existing statutes to file such a return.</p>	<p>Retain paper at the Revenue Administration Center for 1 year, then transfer to the State Management Center for 2 years, then destroy. Retain image for 5 years on optical disk, then destroy.</p>
29.	<p><u>Applications for Extensions of Time (502E, 510E and 504E)</u></p> <p>These records document the application and approval for extension of time for filing returns, which has been granted taxpayers, except in the case of taxpayers who are abroad, no extensions are granted for more than one year.</p>	<p>Retain at the Revenue Administration Center until the end of the tax year for which the extension was granted, then destroy.</p>
30.	<p><u>Pass Through Entity Returns (510) - 1996 and prior</u></p> <p>Consists of the annual tax returns filed by each pass through entity having income allocable under the provisions of the Annotated Code of Maryland.</p>	<p>Retain at the Revenue Administration Center for 1 year, then transfer to the State Management Center for 4 years, then destroy.</p>

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO.  02W 217	DATE REC'D 03-06-02 RM CODE 05.06
B. DIVISION/UNIT Revenue Adm. Division			
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) 141 21-23	NO. OF CU. FT. 94
D. PHONE NO. 410 260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS  94 boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  2000 506 Withholding Documents		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  Sch. # 2071  Item #23  Disposal date 1/2006  <i>Disposal.</i> <i>1/13/06</i> <i>[Signature]</i>

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)

Schedule No.

2071

Page 7 of 15

Item No	Description	Retention
	<u>RETURNS PROCESSING</u>	
23.	<u>Employers Return of Income Tax Withheld - MW506</u>  Returns submitted by employers showing the total tax, with adjustments, withheld from each employee's salary during the reporting quarter.	Retain at the Revenue Administration Center for 1 calendar year, then transfer to the State Management Center for 4 calendar years, then destroy.
24.	<u>Individual, Pass Through Entity and Fiduciary Declaration of Estimated Tax - 502D, 510D and 504D</u>  Submitted by taxpayer to initiate payment of State taxes by estimation. The form shows the quarterly estimated tax to be paid by declaration and the amount accompanying the initial declaration.	Retain at the Revenue Administration Center for 1 calendar year, transfer to the State Management Center for 2 years, then destroy.
25.	<u>Individual Pass Through Entity and Fiduciary Estimated Tax Vouchers - 502DEP, 510DEP and 504DEP</u>  Submitted quarterly by the taxpayer along with the quarterly tax installment, these vouchers serve as billing notices for taxpayers who pay their state taxes by quarterly declaration.	Retain at the Revenue Administration Center for 1 calendar year, transfer to the State Management Center for 2 years, then destroy.
26.	<u>Corporation Income Tax Returns - Form 500 1996 and prior tax years</u>  Consists of annual tax returns filed by each corporation and association having income allocable to the State under the provisions of the Annotated Code of Maryland, unless otherwise exempted.	Retain paper at the Revenue Administration Center for 3 calendar years, then transfer to the State Management Center for 15 years, then destroy.



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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO.  02W 667	DATE REC'D 03-08-02
B. DIVISION/UNIT Revenue Adm Division			RM CODE 05.06
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md.		LOCATION RANGE SECTION(S) 124 24-27	NO. OF CU. FT. 115
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
115 boxes  329-450	Amended Returns Jan 2000 - Dec. 2000	Sch. # 2071  Item #43  Disposal date 1/2006 Disposal 1/13/06 * MISSING Box # 379 + 383	

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)

Schedule No.

2071

Page 11 of 15

Item No	Description	Retention
42.	<p><u>Protective Claims Files</u></p> <p>These case files contain papers which document taxpayers claims against the State. Claims are either satisfied or disallowed by the Comptroller. Disallowed claims may be appealed to the Judicial Courts of the State.</p>	<p>Retain claims at the Revenue Administration Center. Claims that have been satisfied by the Comptroller or by the Court System, retain for 2 years after satisfaction, then destroy.</p>
43.	<p><u>Amended Tax Returns (502X)</u></p> <p>Amended Tax returns are filed by taxpayers to facilitate adjustments to their original return. In addition, to the basic information shown on returns, the Amended Return shows an explanation of the changes to income, deductions and credits. The returns are needed by the unit only for the period required to process the adjustment.</p>	<p>Retain paper copy for 1 fiscal year at the Revenue Administration Center, then 4 years at the State Records Management Center, then destroy.</p>
44.	<p><u>Taxpayer Adjustment Correspondence</u></p> <p>Included are taxpayer written inquiries in request of account review and/or action to achieve correct disposition.</p>	<p>Retain at the Revenue Administration Center for 3 years, and all audits have been met, then destroy.</p>
45.	<p><u>MFT Report Refund Claims</u></p> <p>Taxpayers forms filed to satisfy filing requirements and request tax refund. Maintained by return number each fiscal year.</p>	<p>Retain at the Revenue Administration Center for 3 years, and all audits have been met, then destroy.</p>
46.	<p><u>MFT Adjustment Request</u></p> <p>Taxpayer and agency (Staff) requests for tax account action to achieve correct disposition. Maintained by return number each fiscal year.</p>	<p>Retain at the Revenue Administration Center for 2 years and all audits have been met, then destroy.</p>

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO.  02W 701	DATE REC'D 03-08-02	
B. DIVISION/UNIT Revenue Adm. Division			RM CODE 05.06	
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) 68 6-7		NO. OF CU. FT. 49
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL F McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
49 boxes	2000 I Refile	Sch. # 2071  Item #43  Disposal date 1/2006  Disposal 1/11/06 gpl		

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)

Schedule No.

2071

Page 11 of 15

Item No	Description	Retention
42.	<p><u>Protective Claims Files</u></p> <p>These case files contain papers which document taxpayers claims against the State. Claims are either satisfied or disallowed by the Comptroller. Disallowed claims may be appealed to the Judicial Courts of the State.</p>	<p>Retain claims at the Revenue Administration Center. Claims that have been satisfied by the Comptroller or by the Court System, retain for 2 years after satisfaction, then destroy.</p>
43.	<p><u>Amended Tax Returns (502X)</u></p> <p>Amended Tax returns are filed by taxpayers to facilitate adjustments to their original return. In addition, to the basic information shown on returns, the Amended Return shows an explanation of the changes to income, deductions and credits. The returns are needed by the unit only for the period required to process the adjustment.</p>	<p>Retain paper copy for 1 fiscal year at the Revenue Administration Center, then 4 years at the State Records Management Center, then destroy.</p>
44.	<p><u>Taxpayer Adjustment Correspondence</u></p> <p>Included are taxpayer written inquiries in request of account review and/or action to achieve correct disposition.</p>	<p>Retain at the Revenue Administration Center for 3 years, and all audits have been met, then destroy.</p>
45.	<p><u>MFT Report Refund Claims</u></p> <p>Taxpayers forms filed to satisfy filing requirements and request tax refund. Maintained by return number each fiscal year.</p>	<p>Retain at the Revenue Administration Center for 3 years, and all audits have been met, then destroy.</p>
46.	<p><u>MFT Adjustment Request</u></p> <p>Taxpayer and agency (Staff) requests for tax account action to achieve correct disposition. Maintained by return number each fiscal year.</p>	<p>Retain at the Revenue Administration Center for 2 years and all audits have been met, then destroy.</p>

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>Comptroller of MD</i>		ACCESSION NO.  <i>03W-663</i>	DATE REC'D <i>3-17-03</i>
B. DIVISION/UNIT <i>RAD</i>			RM CODE <i>05.06</i>
C. MAILING ADDRESS <i>110 Carroll St. Annapolis, Md. 21411</i>		LOCATION RANGE SECTION(S) <i>176 23-24</i>	NO. OF CU. FT. <i>32</i>
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Patricia</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<i>32-boxes</i>	<i>2001 EL 101</i>	<i>Sch 2071 Item # 28 Disp. date 01-2006 Disposal 1/13/06 JPR</i>	

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)

Schedule No.

2071

Page 8 of 15

Item No	Description	Retention
27.	<p><u>Withholding Tax Statements (W2)</u></p> <p>Prepared and submitted by employer's for each employee from whom income tax was withheld during the tax year. Each statement shows the employer's name, address and identification number, the employee's name, address, and social security number, total wages paid, and the amount of income tax withheld.</p>	<p>Retain for 1 calendar year, then transfer to the State Management Center for 4 years, then destroy.</p>
28.	<p><u>Personal, Corporate, Pass Through Entity (PTE) &amp; Fiduciary Income Tax Returns (123, 500 - 1997 and future, 502, 503, 504 - 1998 and future, 505, 510 - 1997 and future, 515).</u></p> <p>Arranged numerically by year. These forms are imaged filed by all residents, and non-residents, corporations and fiduciaries, pass-through entities of the State who have received income from sources within the State, and are required by existing statutes to file such a return.</p>	<p>Retain paper at the Revenue Administration Center for 1 year, then transfer to the State Management Center for 2 years, then destroy. Retain image for 5 years on optical disk, then destroy.</p>
29.	<p><u>Applications for Extensions of Time (502E, 510E and 504E)</u></p> <p>These records document the application and approval for extension of time for filing returns, which has been granted taxpayers, except in the case of taxpayers who are abroad, no extensions are granted for more than one year.</p>	<p>Retain at the Revenue Administration Center until the end of the tax year for which the extension was granted, then destroy.</p>
30.	<p><u>Pass Through Entity Returns (510) - 1996 and prior</u></p> <p>Consists of the annual tax returns filed by each pass through entity having income allocable under the provisions of the Annotated Code of Maryland.</p>	<p>Retain at the Revenue Administration Center for 1 year, then transfer to the State Management Center for 4 years, then destroy.</p>

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>Comptroller of Maryland</i>		ACCESSION NO.  <i>04W-164</i>	DATE REC'D <i>3-15-04</i>
B. DIVISION/UNIT <i>RAD</i>			RM CODE <i>05.06</i>
C. MAILING ADDRESS <i>110 Carroll St. Annapolis, Md. 21411</i>		LOCATION RANGE SECTION(S)  <i>** SEE BELOW **</i>	NO. OF CU. FT.  <i>3391</i>
D. PHONE NO. <i>410-260-7020 / 7398</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>F. McIntyre / Joe Hall</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<i>4285</i>	<i>2003 Returns</i> <i>(03 Doc Loc Returns)</i>  <b>** LOCATION OF RECORDS **</b>  <i>1,470</i> - BOXES - 1 - 1470 RANGE - 44 SECTION 1 - 35 <i>530</i> - BOXES - 1471 - 2000 RANGE - 45 SECTION 1 - 13 <i>1,020</i> - BOXES - 2001 - 3020 RANGE - 24 SECTION 1 - 25 <i>73</i> - BOXES - 3021 - 3093 RANGE - 22 SECTION 1 - 2 <i>12</i> - BOXES - 3094 - 3099 RANGE - 42 SECTION 32 Plus 978-B, 1649-B, 1815-B, 2165-B, 2180-B, 2411-B  <i>192</i> - BOXES - 4000 - 4191 RANGE - 59 SECTION 3 - 7 <i>94</i> - BOXES - 4192 - 4285 RANGE - 65 SECTION 3 - 5  <i>3,391</i>	<i>Sche # 2071</i> <i>Item # 28</i> <i>Disposal Date</i> <i>1/2006</i>  <i>Disposal</i> <i>1/13/06</i> <i>gpc</i>	



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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO. <b>04W164</b> <del>02W 215</del>	3/15/04 DATE REC'D <del>2-19-02</del>
B. DIVISION/UNIT Revenue Adm. Division			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) ** (SEE BELOW) **	NO. OF CU. FT. <b>3391</b> <del>3,093</del>
D. PHONE NO. 410-260 7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
3,092 boxes	<p><b>2003</b> <del>2000 - 2003</del> <b>04W164</b></p> <p>BOXES - 1 - 1470 RANGE - 44 SECTION - 1 - 35 - 1470 BOXES - 1471 - 2000 RANGE - 45 SECTION - 1 - 13 - 530 BOXES - 2001 - 3020 RANGE - 24 SECTION - 1 - 25 - 1020 BOXES - 3021 - 3093 RANGE - 22 SECTION - 1 - 2 - 73 BOX NO: <del>337 A</del> RANGE 22 SECTION 2</p> <p><b>3094 - 3099 R-42 S-32 — 12</b> <b>Plus - 978 B, 1649 B, 1815 B, 2165 B, 2180 B, 2411 B</b></p> <p><b>4000 - 4191 - R.59 S-3-7 — 192</b> <b>4192 - 4285 - R65 S-3-5 — 94</b></p>	<p>Sch. # 2071 Item #28 Disposal Date <del>1-2004</del> <b>1/06</b></p>	



BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		DISPOSAL AUTHORITY SCHEDULE, ITEM DISPOSAL DATE
1986	3003 132097000	3003 132 104099	
1987	3003 132105000	3003 132112099	
1988	3003 132 113000	3003 132 121099	
1989	3003 132 122000	3003 132 135099	
1990	3003 132 136000	3003 132 149099	
1991	3003 132 150000	3003 132 162099	
1992	3003 132 163000	3003 132 171099	
1993	3003 132 172000	3003 132 181099	
1994	3003 132 182000	3003 132 188099	
1995	3003 132 189000	3003 132 199099	
1996	3003 132 200000	3003 132 206099	
1997	3003 132 207000	3003 132 215099	
1998	3003 132 216000	3003 132 226099	
1999	3003 132 227000	3003 132 237099	
2000	3003 132 238000	3003 132 245099	
2001	3003 132 247000	3003 132 256099	
2002	3003 132 257000	3003 132 263099	
2003	3003 132 264000	3003 132 272099	
2004	3003 132 273000	3003 132 280099	

BOX  
NUMBERSDESCRIPTION OF RECORDS  
WITH INCLUSIVE DATESDISPOSAL AUTHORITY  
SCHEDULE, ITEM  
DISPOSAL DATE

2005	3003 132281000	3003 132287099	
2006	3003 132288000	3003 132294099	
2007	3003 132295000	3003 132301099	
2008	3003 132302000	3003 132309099	
2009	3003 132310000	3003 132317099	
2010	3003 132318000	3003 132325099	
2011	3003 132326000	3003 132332099	
2012	3003 132333000	3003 132339099	
2013	3003 132340000	3003 132347099	
2014	3003 132348000	3003 132356099	
2015	3003 132357000	3003 132367099	
2016	3003 132368000	3003 133003099	
2017	3003 133004000	3003 133011099	
2018	3003 133012000	3003 133019099	
2019	3003 133020000	3003 133028099	
2020	3003 133029000	3003 133039099	
2021	3003 133040000	3003 133048099	
2022	3003 133049000	3003 133055099	
2023	3003 133050000	3003 133062099	

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM DISPOSAL DATE
2024	3003 133066000 3003 133076099	
2025	3003 133077000 3003 133087099	
2026	3003 133088000 3003 133095099	
2027	3003 133096000 3003 133103099	
2028	3003 133104000 3003 133112099	
2029	3003 133113000 3003 133121099	
2030	3003 133122000 3003 133132099	
2031	3003 133133000 3003 133141099	
2032	3003 133142000 3003 133152099	
2033	3003 133153000 3003 133161099	
2034	3003 133162000 3003 133169099	
2035	3003 133170000 3003 133177099	
2036	3003 133178000 3003 133184099	
2037	3003 133185000 3003 133191099	
2038	3003 133192000 3003 133199099	
2039	3003 133200000 3003 133206099	
2040	3003 133207000 3003 133214099	
2041	3003 133215000 3003 133223099	
2042	3003 133224000 3003 133231099	

BOX  
NUMBERSDESCRIPTION OF RECORDS  
WITH INCLUSIVE DATESDISPOSAL AUTEC  
SCHEDULE, ITEM  
DISPOSAL DATE

2043	3003 133232000	3003 133241099	
2044	3003 133242000	3003 133257099	
2045	3003 133258000	3003 133265099	
2046	3003 133266000	3003 133275099	
2047	3003 133276000	3003 133283099	
2048	3003 133284000	3003 133290099	
2049	3003 133291000	3003 133298099	
2050	3003 133299000	3003 133307099	
2051	3003 133308000	3003 133318099	
2052	3003 133319000	3003 133330099	
2053	3003 133331000	3003 133339099	
2054	3003 133340000	3003 133347099	
2055	3003 133348000	3003 133355099	
2056	3003 133356000	3003 134005099	
2057	3003 134006000	3003 134012099	
2058	3003 134013000	3003 134019099	
2059	3003 134020000	3003 134027099	
2060	3003 134028000	3003 134033099	
2061	3003 134034000	3003 134040099	

BOX  
NUMBERSDESCRIPTION OF RECORDS  
WITH INCLUSIVE DATESDISPOSAL AUTHORITY  
SCHEDULE, ITEM  
DISPOSAL DATE

2062	3003 1341042000	3003 134150099	
2063	3003 1341051000	3003 1341068099	
2064	3003 1341069000	3003 1341083099	
2065	3003 1341084000	3003 1341091099	
2066	3003 1341092000	3003 1341092099	
2067	3003 1341000000	3003 134107099	
2068	3003 1341108000	3003 134116099	
2069	3003 1341170000	3003 134125099	
2070	3003 1341260000	3003 134133099	
2071	3003 1341340000	3003 134143099	
2072	3003 1341440000	3003 134153099	
2073	3003 1341540000	3003 134161099	
2074	3003 1341620000	3003 134169099	
2075	3003 1341700000	3003 134177099	
2076	3003 1341780000	3003 134188099	
2077	3003 1341890000	3003 134199099	
2078	3003 1342000000	3003 134207099	
2079	3003 1342080000	3003 134216099	
2080	3003 1342070000	3003 134225099	

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		DISPOSAL AUTHORITY SCHEDULE, ITEM DISPOSAL DATE
2081	3003 134226000	3003 134232099	
2082	3003 134233000	3003 134240099	
2083	3003 134241000	3003 134247099	
2084	3003 134248000	3003 134253099	
2085	3003 134254000	3003 134260099	
2086	3003 134261000	3003 134267099	
2087	3003 134268000	3003 134273099	
2088	3003 134274000	3003 134281099	
2089	3003 134282000	3003 134289099	
2090	3003 134290000	3003 134296099	
2091	3003 134297000	3003 134304099	
2092	3003 134305000	3003 134312099	
2093	3003 134313000	3003 134321099	
2094	3003 134322000	3003 134331099	
2095	3003 134332000	3003 134342099	
2096	3003 134343000	3003 135007099	
2097	3003 135008000	3003 135015099	
2098	3003 135016000	3003 135025099	
2099	3003 135024000	3003 135030099	

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		DISPOSAL AUTHORITY SCHEDULE, ITEM DISPOSAL DATE
2100	3003 135033000	3003 135041099	
2101	3003 135043000	3003 135051099	
2102	3003 135052000	3003 135059099	
2103	3003 135060000	3003 135073099	
2104	3003 135074000	3003 135087099	
2105	3003 135088000	3003 135098099	
2106	3003 135099000	3003 135107099	
2107	3003 135108000	3003 135117099	
2108	3003 135118000	3003 135127099	
2109	3003 135128000	3003 135138099	
2110	3003 135139000	3003 135148099	
2111	3003 135149000	3003 135157099	
2112	3003 135158000	3003 135165099	
2113	3003 135166000	3003 135174099	
2114	3003 135175000	3003 135184099	
2115	3003 135185000	3003 135192099	
2116	3003 135193000	3003 135204099	
2117	3003 135206000	3003 135221099	
2118	3003 135220000	3003 135232099	

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		DISPOSAL AUTHORITY SCHEDULE, ITEM DISPOSAL DATE
2119	3003 135 233000	3003 135 243099	
2120	3003 135 244000	3003 135 253099	
2121	3003 135 254000	3003 135 260099	
2122	3003 135 261000	3003 135 270099	
2123	3003 135 271000	3003 135 280099	
2124	3003 135 281000	3003 135 289099	
2125	3003 135 290000	3003 135 298099	
2126	3003 135 300000	3003 135 308099	
2127	3003 135 309000	3003 135 315099	
2128	3003 135 316000	3003 135 322099	
2129	3003 135 323000	3003 135 330099	
2130	3003 135 331000	3003 135 342099	
2131	3003 135 343000	3003 136 001099	
2132	3003 136 002000	3003 136 012099	
2133	3003 136 013000	3003 136 022099	
2134	3003 136 023000	3003 136 031099	
2135	3003 136 032000	3003 136 040099	
2136	3003 136 041000	3003 136 047099	
2137	3003 136 048000	3003 136 055099	





## DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2143	3003	136 098	000	3003	136 107	099	
2144	3003	136 108	000	3003	136 118	099	
2145	3003	136 119	000	3003	136 132	099	
2146	3003	136 132	000	3003	136 144	099	
2147	3003	136 145	000	3003	136 157	099	
2148	3003	136 158	000	3003	136 171	099	
2149	3003	136 172	000	3003	136 182	099	
2150	3003	136 183	000	3003	136 199	099	
2151	3003	136 200	000	3003	136 220	099	
2152	3003	136 221	000	3003	136 233	099	
2153	3003	136 234	000	3003	136 245	099	
2154	3003	136 246	000	3003	136 257	099	
2155	3003	136 258	000	3003	136 268	099	
2156	3003	136 269	000	3003	136 280	099	
2157	3003	136 281	000	3003	136 292	099	
2158	3003	136 293	000	3003	136 305	099	
2159	3003	136 306	000	3003	136 317	099	
2160	3003	136 318	000	3003	136 329	099	
2161	3003	139 001	000	3003	139 011	099	
2162	3003	139 012	000	3003	139 020	099	
2163	3003	139 021	000	3003	139 029	099	
2164	3003	139 030	000	3003	139 037	099	
2165	3003	139 038	000	3003	139 048	099	A+B ✓
2166	3003	139 059	000	3003	139 067	099	
2167	3003	139 068	000	3003	139 084	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2168	3003	139 085	000	3003	139 103	099	
2169	3003	139 104	000	3003	139 114	099	
2170	3003	139 115	000	3003	139 123	099	
2171	3003	139 124	000	3003	139 136	099	
2172	3003	139 137	000	3003	139 146	099	
2173	3003	139 147	000	3003	139 154	099	
2174	3003	139 155	000	3003	139 163	099	
2175	3003	139 164	000	3003	139 173	099	
2176	3003	139 174	000	3003	139 182	099	
2177	3003	139 183	000	3003	139 192	099	
2178	3003	139 193	000	3003	139 203	099	
2179	3003	139 204	000	3003	139 213	099	
2180	3003	139 214	000	3003	139 224	099	A+B
2181	3003	139 230	000	3003	139 249	099	
2182	3003	139 250	000	3003	139 258	099	
2183	3003	139 259	000	3003	139 270	099	
2184	3003	139 271	000	3003	139 291	099	
2185	3003	139 292	000	3003	139 307	099	
2186	3003	139 308	000	3003	140 010	099	
2187	3003	140 011	000	3003	140 019	099	
2188	3003	140 020	000	3003	140 021	099	
2189	3003	140 028	000	3003	140 035	099	
2190	3003	140 036	000	3003	140 043	099	
2191	3003	140 044	000	3003	140 050	099	
2192	3003	140 051	000	3003	140 057	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2193	3003	140 058	000	3003	140 067	099	
2194	3003	140 068	000	3003	140 076	099	
2195	3003	140 077	000	3003	140 084	099	
2196	3003	140 085	000	3003	140 093	099	
2197	3003	140 094	000	3003	140 102	099	
2198	3003	140 103	000	3003	140 111	099	
2199	3003	140 112	000	3003	140 119	099	
2200	3003	140 120	000	3003	140 128	099	
2201	3003	140 129	000	3003	140 140	099	
2202	3003	140 141	000	3003	140 149	099	
2203	3003	140 150	000	3003	140 164	099	
2204	3003	140 165	000	3003	140 173	099	
2205	3003	140 174	000	3003	140 184	099	
2206	3003	140 185	000	3003	140 195	099	
2207	3003	140 196	000	3003	140 206	099	
2208	3003	140 207	000	3003	140 217	099	
2209	3003	140 218	000	3003	140 227	099	
2210	3003	140 228	000	3003	140 238	099	
2211	3003	140 239	000	3003	140 247	099	
2212	3003	140 248	000	3003	140 260	099	
2213	3003	140 267	000	3003	140 277	099	
2214	3003	141 008	000	3003	141 018	099	
2215	3003	141 019	000	3003	141 029	099	
2216	3003	141 030	000	3003	141 040	099	
2217	3003	141 041	000	3003	141 054	099	

## DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2218	3003	141055	000	3003	141069	099	
2219	3003	141070	000	3003	141080	099	
2220	3003	141081	000	3003	141089	099	
2221	3003	141090	000	3003	141099	099	
2222	3003	141100	000	3003	141109	099	
2223	3003	141110	000	3003	141119	099	
2224	3003	141120	000	3003	141134	099	
2225	3003	141135	000	3003	141148	099	
2226	3003	141149	000	3003	141158	099	
2227	3003	141159	000	3003	141167	099	
2228	3003	141168	000	3003	141188	099	
2229	3003	141189	000	3003	141197	099	
2230	3003	141198	000	3003	141205	099	
2231	3003	141206	000	3003	141213	099	
2232	3003	141214	000	3003	141221	099	
2233	3003	141222	000	3003	141229	099	
2234	3003	141230	000	3003	141240	099	
2235	3003	141241	000	3003	141251	099	
2236	3003	141252	000	3003	141262	099	
2237	3003	141263	000	3003	141272	099	
2238	3003	141273	000	3003	141283	099	
2239	3003	141284	000	3003	141300	099	
2240	3003	142001	000	3003	142011	099	
2241	3003	142012	000	3003	142021	099	
2242	3003	142022	000	3003	142037	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2243	3003	142 038	000	3003	142 051	099	
2244	3003	142 052	000	3003	142062	099	
2245	3003	142063	000	3003	142072	099	
2246	3003	142073	000	3003	142086	099	
2247	3003	142087	000	3003	142096	099	
2248	3003	142097	000	3003	142105	099	
2249	3003	142106	000	3003	142113	099	
2250	3003	142114	000	3003	142140	099	
2251	3003	142121	000	3003	142131	099	
2252	3003	142132	000	3003	142143	099	
2253	3003	142144	000	3003	142165	099	
2254	3003	142166	000	3003	142180	099	
2255	3003	142181	000	3003	142202	099	
2256	3003	142203	000	3003	142249	099	
2257	3003	142250	000	3003	142275	099	
2258	3003	142276	000	3003	142286	099	
2259	3003	142287	000	3003	142295	099	
2260	3003	142296	000	3003	142302	099	
2261	3003	142303	000	3003	142311	099	
2262	3003	142312	000	3003	142319	099	
2263	3003	142320	000	3003	142328	099	
2264	3003	142329	000	3003	142335	099	
2265	3003	142336	000	3003	143002	099	
2266	3003	143003	000	3003	143012	099	
2267	3003	143013	000	3003	143025	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2268	3003	143026	000	3003	143034	099	
2269	3003	143035	000	3003	143045	099	
2270	3003	143046	000	3003	143060	099	
2271	3003	143061	000	3003	143071	099	
2272	3003	143072	000	3003	143090	099	
2273	3003	143091	000	3003	143103	099	
2274	3003	143104	000	3003	143115	099	
2275	3003	143116	000	3003	143128	099	
2276	3003	143129	000	3003	143139	099	
2277	3003	143140	000	3003	143148	099	
2278	3003	143149	000	3003	143156	099	
2279	3003	143157	000	3003	143165	099	
2280	3003	143166	000	3003	143173	099	
2281	3003	143174	000	3003	143181	099	
2282	3003	143182	000	3003	143188	099	
2283	3003	143189	000	3003	143196	099	
2284	3003	143197	000	3003	143204	099	
2285	3003	143205	000	3003	147001	099	
2286	3003	147002	000	3003	147009	099	
2287	3003	147010	000	3003	147018	099	
2288	3003	147019	000	3003	147027	099	
2289	3003	147028	000	3003	147035	099	
2290	3003	147036	000	3003	147046	099	
2291	3003	147047	000	3003	147072	099	
2292	3003	147073	000	3003	147090	099	



# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2293	3003	147091	000	3003	147105	099	
2294	3003	147106	000	3003	147115	099	
2295	3003	147116	000	3003	147127	099	
2296	3003	147128	000	3003	147139	099	
2297	3003	147140	000	3003	147153	099	
2298	3003	147154	000	3003	147171	099	
2299	3003	147172	000	3003	147184	099	
2300	3003	147185	000	3003	147195	099	
2301	3003	147196	000	3003	147214	099	
2302	3003	147215	000	3003	147225	099	
2303	3003	147226	000	3003	147234	099	
2304	3003	147235	000	3003	147243	099	
2305	3003	147244	000	3003	147251	099	
2306	3003	147252	000	3003	147259	099	
2307	3003	147260	000	3003	147267	099	
2308	3003	147268	000	3003	147275	099	
2309	3003	147276	000	3003	147283	099	
2310	3003	147284	000	3003	147292	099	
2311	3003	147293	000	3003	148005	099	
2312	3003	148006	000	3003	148013	099	
2313	3003	148014	000	3003	148023	099	
2314	3003	148024	000	3003	148031	099	
2315	3003	148032	000	3003	148039	099	
2316	3003	148040	000	3003	148047	099	
2317	3003	148048	000	3003	148055	099	



# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2318	3003	148056	000	3003	148062	099	
2319	3003	148063	000	3003	148069	099	
2320	3003	148070	000	3003	148081	099	
2321	3003	148082	000	3003	148090	099	
2322	3003	148091	000	3003	148099	099	
2323	3003	148100	000	3003	148112	099	
2324	3003	148113	000	3003	148123	099	
2325	3003	148124	000	3003	148139	099	
2326	3003	148140	000	3003	148159	099	
2327	3003	148160	000	3003	148167	099	
2328	3003	148168	000	3003	148172	099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		DISPOSAL AUTHORITY SCHEDULE, ITEM DISPOSAL DATE
2329	3003/148173000	3003/148181000	
2330	3003/148182000	3003/148190099	
2331	3003/148191000	3003/148198099	
2332	3003/148199000	3003/148206099	
2333	3003/148207000	3003/148214099	
2334	3003/148215000	3003/148222099	
2335	3003/148223000	3003/148231099	
2336	3003/148235000	3003/148242099	
2337	3003/148243000	3003/148261099	
2338	3003/148262000	3003/149005099	
2339	3003/149006000	3003/149014099	
2340	3003/149015000	3003/149030099	
2341	3003/149024000	3003/149031099	
2342	3003/149032000	3003/149039099	
2343	3003/149040000	3003/149048099	
2344	3003/149049000	3003/149056099	
2345	3003/149057000	3003/149064099	
2346	3003/149065000	3003/149074099	
2347	3003/149075000	3003/149084099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2348	3003	149 085	000	3003	149 095	099	
2349	3003	149 096	000	3003	149 107	099	
2350	3003	149 108	000	3003	149 116	099	
2351	3003	149 117	000	3003	149 125	099	
2352	3003	149 126	000	3003	149 134	099	
2353	3003	149 135	000	3003	149 143	099	
2354	3003	149 144	000	3003	149 151	099	
2355	3003	149 152	000	3003	149 163	099	
2356	3003	149 164	000	3003	149 176	099	
2357	3003	149 177	000	3003	149 191	099	
2358	3003	149 192	000	3003	149 209	099	
2359	3003	149 210	000	3003	149 230	099	
2360	3003	149 231	000	3003	149 249	099	
2361	3003	149 250	000	3003	149 258	099	
2362	3003	149 259	000	3003	149 268	099	
2363	3003	149 269	000	3003	149 276	099	
2364	3003	149 277	000	3003	149 284	099	
2365	3003	149 285	000	3003	149 291	099	
2366	3003	149 292	000	3003	149 299	099	
2367	3003	149 300	000	3003	149 307	099	
2368	3003	149 308	000	3003	149 316	099	
2369	3003	149 317	000	3003	149 329	099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2370	3003	149 330	000	3003	149 339	099	
2371	3003	149 340	000	3003	149 354	099	
2372	3003	149 355	000	3003	149 366	099	
2373	3003	149 367	000	3003	150 026	099	
2374	3003	150 027	000	3003	150 049	099	
2375	3003	150 050	000	3003	150 062	099	
2376	3003	150 063	000	3003	150 077	099	
2377	3003	150 078	000	3003	150 090	099	
2378	3003	150 091	000	3003	150 108	099	
2379	3003	150 109	000	3003	150 127	099	
2380	3003	150 128	000	3003	150 137	099	
2381	3003	150 138	000	3003	150 148	099	
2382	3003	150 149	000	3003	150 156	099	
2383	3003	150 157	000	3003	150 165	099	
2384	3003	150 166	000	3003	150 176	099	
2385	3003	150 177	000	3003	150 187	099	
2386	3003	150 188	000	3003	150 195	099	
2387	3003	150 196	000	3003	150 206	099	
2388	3003	150 207	000	3003	150 217	099	
2389	3003	150 218	000	3003	150 229	099	
2390	3003	150 230	000	3003	150 240	099	
2391	3003	150 241	000	3003	150 250	099	
2392	3003	150 251	000	3003	150 260	099	
2393	3003	150 261	000	3003	150 270	099	
2394	3003	150 271	000	3003	150 278	099	

## DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2395	3003	150 279	000	3003	150 287	099	
2396	3003	150 288	000	3003	150 294	099	
2397	3003	150 297	000	3003	150 302	099	
2398	3003	150 303	000	3003	150 310	099	
2399	3003	150 311	000	3003	150 318	099	
2400	3003	150 319	000	3003	150 325	099	
2401	3003	150 326	000	3003	150 331	099	
2402	3003	150 332	000	3003	150 340	099	
2403	3003	150 341	000	3003	150 348	099	
2404	3003	150 349	000	3003	150 356	099	
2405	3003	150 357	000	3003	150 363	099	
2406	3003	150 364	000	3003	150 372	099	
2407	3003	150 373	000	3003	153 003	099	
2408	3003	153 004	000	3003	153 013	099	
2409	3003	153 014	000	3003	153 022	099	
2410	3003	153 023	000	3003	153 031	099	
2411	3003	153 032	000	3003	153 049	099	A+B
2412	3003	153 050	000	3003	153 059	099	
2413	3003	153 060	000	3003	153 068	099	
2414	3003	153 069	000	3003	153 082	099	
2415	3003	153 083	000	3003	153 105	099	
2416	3003	153 106	000	3003	153 115	099	
2417	3003	153 116	000	3003	153 123	099	
2418	3003	153 124	000	3003	153 134	099	
2419	3003	153 135	000	3003	153 143	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2420	3003	153 144	000	3003	153 151	099	
2421	3003	153 152	000	3003	153 159	099	
2422	3003	153 160	000	3003	153 168	099	
2423	3003	153 169	000	3003	153 176	099	
2424	3003	153 177	000	3003	153 183	099	
2425	3003	153 184	000	3003	153 194	099	
2426	3003	153 195	000	3003	153 202	099	
2427	3003	153 203	000	3003	153 210	099	
2428	3003	153 211	000	3003	154 004	099	
2429	3003	154 005	000	3003	154 011 B	099	
2430	3003	154 012	000	3003	154 017	099	
2431	3003	154 018	000	3003	154 026	099	
2432	3003	154 027	000	3003	154 036	099	
2433	3003	154 037	000	3003	154 044	099	
2434	3003	154 045	000	3003	154 050	099	
2435	3003	154 051	000	3003	154 057	099	
2436	3003	154 058	000	3003	154 065	099	
2437	3003	154 066	000	3003	154 072	099	
2438	3003	154 073	000	3003	154 080	099	
2439	3003	154 081	000	3003	154 088	099	
2440	3003	154 089	000	3003	154 096	099	
2441	3003	154 097	000	3003	154 102	099	
2442	3003	154 103	000	3003	154 109	099	
2443	3003	154 110	000	3003	154 117	099	
2444	3003	154 118	000	3003	154 125	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2445	3003	154	126	000	3003	154 131	099
2446	3003	154	132	000	3003	154 139	099
2447	3003	154	140	000	3003	154 147	099
2448	3003	154	148	000	3003	154 155	099
2449	3003	154	156	000	3003	154 169	099
2450	3003	154	170	000	3003	154 184	099
2451	3003	154	185	000	3003	154 194	099
2452	3003	154	195	000	3003	154 204	099
2453	3003	154	205	000	3003	154 212	099
2454	3003	154	213	000	3003	154 219	099
2455	3003	154	220	000	3003	154 228	099
2456	3003	154	229	000	3003	154 236	099
2457	3003	154	237	000	3003	155 001	099
2458	3003	155	002	000	3003	155 009	099
2459	3003	155	010	000	3003	155 017	099
2460	3003	155	018	000	3003	155 026	099
2461	3003	155	027	000	3003	155 035	099
2462	3003	155	036	000	3003	155 043	099
2463	3003	155	044	000	3003	155 051	099
2464	3003	155	052	000	3003	155 059	099
2465	3003	155	060	000	3003	150 065	099
2466	3003	155	066	000	3003	155 073	099
2467	3003	155	074	000	3003	155 084	099
2468	3003	155	085	000	3003	155 092	099
2469	3003	155	093	000	3003	155 099	099



# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2470	3003	155100	000	3003	155107	099	
2471	3003	155108	000	3003	155116	099	
2472	3003	155117	000	3003	155 123	099	
2473	3003	155 124	000	3003	155 132	099	
2474	3003	155 133	000	3003	155 141	099	
2475	3003	155 142	000	3003	155 148	099	
2476	3003	155 149	000	3003	155 157	099	
2477	3003	155 158	000	3003	155 167	099	
2478	3003	155 168	000	3003	155 176	099	
2479	3003	155 177	000	3003	155 184	099	
2480	3003	155185	000	3003	155192	099	
2481	3003	155193	000	3003	155203	099	
2482	3003	155204	000	3003	155212	099	
2483	3003	155213	000	3003	155219	099	
2484	3003	155220	000	3003	155227	099	
2485	3003	155228	000	3003	155235	099	
2486	3003	155236	000	3003	155245	099	
2487	3003	155246	000	3003	155253	099	
2488	3003	155254	000	3003	155262	099	
2489	3003	155263	000	3003	155269	099	
2490	3003	155270	000	3003	155278	099	
2491	3003	155279	000	3003	155286	099	
2492	3003	155287	000	3003	155297	099	
2493	3003	156001	000	3003	156010	099	
2494	3003	156011	000	3003	156 018	099	



# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2495	3003	156019	000	3003	156024	099	
2496	3003	156025	000	3003	156036	099	
2497	3003	156037	000	3003	156049	099	
2498	3003	156050	000	3003	156058	099	
2499	3003	156059	000	3003	156068	099	
2500	3003	156069	000	3003	156077	099	
2501	3003	156078	000	3003	156092	099	
2502	3003	156093	000	3003	156100	099	
2503	3003	156101	000	3003	156109	099	
2504	3003	156110	000	3003	156119	099	
2505	3003	156120	000	3003	156128	099	
2506	3003	156129	000	3003	156138	099	
2507	3003	156139	000	3003	156147	099	
2508	3003	156148	000	3003	156155	099	
2509	3003	156156	000	3003	156164	099	
2510	3003	156165	000	3003	156180	099	
2511	3003	156183	000	3003	156199	099	
2512	3003	156200	000	3003	156214	099	
2513	3003	156215	000	3003	156224	099	
2514	3003	156225	000	3003	156233	099	
2515	3003	156234	000	3003	156242	099	
2516	3003	156243	000	3003	156249	099	
2517	3003	156250	000	3003	156258	099	
2518	3003	156259	000	3003	156267	099	
2519	3003	156268	000	3003	156275	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2520	3003	156276	000	3003	156283	099	
2521	3003	156284	000	3003	156292	099	
2522	3003	156293	000	3003	156299	099	
2523	3003	156300	000	3003	156311	099	
2524	3003	157001	000	3003	157007	099	
2525	3003	157008	000	3003	157014	099	
2526	3003	157015	000	3003	157021	099	
2527	3003	157022	000	3003	157028	099	
2528	3003	157029	000	3003	157035	099	
2529	3003	157036	000	3003	157042	099	
2530	3003	157043	000	3003	157051	099	
2531	3003	157052	000	3003	157061	099	
2532	3003	157062	000	3003	157069	099	
2533	3003	157070	000	3003	157079	099	
2534	3003	157080	000	3003	157094	099	
2535	3003	157095	000	3003	157103	099	
2536	3003	157104	000	3003	157112	099	
2537	3003	157113	000	3003	157126	099	
2538	3003	157127	000	3003	157135	099	
2539	3003	157136	000	3003	157142	099	
2540	3003	157143	000	3003	157150	099	
2541	3003	157151	000	3003	157158	099	
2542	3003	157159	000	3003	157173	099	
2543	3003	157174	000	3003	157184	099	
2544	3003	157185	000	3003	157196	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2545	3003	157197	000	3003	157206	099	
2546	3003	157207	000	3003	157213	099	
2547	3003	157214	000	3003	157222	099	
2548	3003	157223	000	3003	157228	099	
2549	3003	157229	000	3003	157236	099	
2550	3003	157237	000	3003	157250	099	
2551	3003	160001	000	3003	160008	099	
2552	3003	160009	000	3003	160017	099	
2553	3003	160018	000	3003	160029	099	
2554	3003	160030	000	3003	160035	099	
2555	3003	160036	000	3003	160040	099	
2556	3003	160041	000	3003	160044	099	
2557	3003	160045	000	3003	160049	099	
2558	3003	160050	000	3003	160060	099	
2559	3003	161001	000	3003	161007	099	
2560	3003	161008	000	3003	161016	099	
2561	3003	161017	000	3003	161044	099	
2562	3003	161045	000	3003	161054	099	
2563	3003	161055	000	3003	161064	099	
2564	3003	162001	000	3003	162008	099	
2565	3003	162009	000	3003	162027	099	
2566	3003	162028	000	3003	162056	099	
2567	3003	162057	000	3003	162064	099	
2568	3003	162065	000	3003	162070	099	
2569	3003	162071	000	3003	162083	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2570	3003	162084	000	3003	162099	099	
2571	3003	163001	000	3003	163022	099	
2572	3003	163023	000	3003	163043	099	
2573	3003	163044	000	3003	163070	099	
2574	3003	164001	000	3003	164024	099	
2575	3003	167001	000	3003	167021	099	
2576	3003	167022	000	3003	167065	099	
2577	3003	168001	000	3003	168017	099	
2578	3003	168018	000	3003	168026	099	
2579	3003	168027	000	3003	169005	099	
2580	3003	169006	000	3003	169014	099	
2581	3003	169015	000	3003	170023	099	
2582	3003	170024	000	3003	170046	099	
2583	3003	171001	000	3003	171020	099	
2584	3003	174001	000	3003	174012	099	
2585	3003	174013	000	3003	174037	099	
2586	3003	174038	000	3003	175029	099	
2587	3003	175030	000	3003	175041	099	
2588	3003	175030	000	3003	175041	099	
2589	3003	175042	000	3003	176016	099	
2590	3003	176017	000	3003	176031	099	
2591	3003	176032	000	3003	177017	099	
2592	3003	177018	000	3003	177033	099	
2593	3003	177034	000	3003	177042	099	
2594	3003	177043	000	3003	178004	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2571	3003	178005	000	3003	178015	099	
2576	3003	178016	000	3003	181041	099	
2571	3003	181042	000	3003	181017	099	
*2588	3003	18108	000	3003	182001	099	
2559	3003	182002	000	3003	1820011	099	
2600	3003	1820012	000	3003	182026	099	
2601	3003	182027	000	3003	189002	099	
2602	3003	189003	000	3003	189014	099	
2603	3003	189015	000	3003	189037	099	
2604	3003	189038	000	3003	189058	099	
2605	3003	189059	000	3003	190003	099	
2606	3003	190004	000	3003	19016	099	
2607	3003	<del>190</del> 190017	000	3003	190025	099	
2608	3003	190026	000	3003	190035	099	
2609	3003	190036	000	3003	190051	099	
2610	3003	190052	000	3003	190062	099	
2611	3003	190063	000	3003	191003	099	
2612	3003	191004	000	3003	191009	099	
2613	3003	191010	000	3003	191016	099	
2614	3003	191017	000	3003	191024	099	
2615	3003	191025	000	3003	191038	099	
2616	3003	191039	000	3003	191048	099	
2617	3003	191049	000	3003	191053	099	
2618	3003	191054	000	3003	191061	099	
2619	3003	191062	000	3003	192009	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2620	3003	192010	000	3003	192041	099	
2621	3003	192042	000	3003	192054	099	
2622	3003	192055	000	3003	192065	099	
2623	3003	192066	000	3003	195001	099	
2624	3003	195002	000	3003	195019	099	
2625	3003	195020	000	3003	195031	099	
2627	3003	195032	000	3003	195041	099	
2628	3003	195042	000	3003	195052	099	
2629	3003	195053	000	3003	195068	099	
2630	3003	195001	000	3003	196006	099	
2631	3003	196007	000	3003	196015	099	
2632	3003	196016	000	3003	196030	099	
2633	3003	196031	000	3003	196045	099	
2634	3003	196046	000	3003	196053	099	
2635	3003	196054	000	3003	196059	099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2636	3003	196060	000	3003	196066	099	
2637	3003	196067	000	3003	197005	099	
2638	3003	197006	000	3003	197016	099	
2639	3003	197017	000	3003	197022	099	
2640	3003	197023	000	3003	197033	099	
2641	3003	197034	000	3003	197038	099	
2642	3003	197039	000	3003	198001	099	
2643	3003	198002	000	3003	198008	099	
2644	3003	198009	000	3003	198013	099	
2645	3003	198014	000	3003	198018	099	
2646	3003	198019	000	3003	198023	099	
2647	3003	198024	000	3003	198027	099	
2648	3003	198028	000	3003	198038	099	
2649	3003	198039	000	3003	198044	099	
2650	3003	198045	000	3003	198053	099	
2651	3003	198054	000	3003	199012	099	
2652	3003	199013	000	3003	199020	099	
2653	3003	199021	000	3003	199030	099	
2654	3003	199031	000	3003	202001	099	
2655	3003	202002	000	3003	202009	099	
2656	3003	202010	000	3003	202025	099	
2657	3003	202026	000	3003	203010	099	
2658	3003	203011	000	3003	203044	099	
2659	3003	203045	000	3003	204004	099	
2660	3003	204005	000	3003	204018	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2661	3003	205 001	000	3003	205 016	099	
2662	3003	205 017	000	3003	205 025	099	
2663	3003	206 001	000	3003	206 006	099	
2664	3003	206 007	000	3003	206 014	099	
2665	3003	206 015	000	3003	206 022	099	
2666	3003	206 023	000	3003	206 039	099	
2667	3003	206 040	000	3003	206 046	099	
2668	3003	206 047	000	3003	209 009	099	
2669	3003	209 010	000	3003	209 018	099	
2670	3003	209 019	000	3003	209 025	099	
2671	3003	209 026	000	3003	209 035	099	
2672	3003	209 036	000	3003	209 037	099	
2673	3003	209 038	000	3003	209 051	099	
2674	3003	209 052	000	3003	209 061	099	
2675	3003	209 062	000	3003	209 067	099	
2676	3003	209 068	000	3003	210 011	099	
2677	3003	210 012	000	3003	210 030	099	
2678	3003	210 031	000	3003	211 002	099	
2679	3003	211 003	000	3003	212 012	099	
2680	3003	212 013	000	3003	212 026	099	
2681	3003	212 021	000	3003	212 033	099	
2682	3003	212 034	000	3003	212 036	099	
2683	3003	212 036	000	3003	213 013	099	
2684	3003	213 014	000	3003	213 021	099	
2685	3003	213 022	000	3003	213 032	099	

2686

213 033

213 043



# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
87	3003	213	044	000	3003	213 054	099
88	3003	213	055	000	3003	216 008	099
89	3003	216	009	000	3003	216 014	099
2690	3003	216	015	000	3003	216 021	099
91	3003	216	022	000	3003	216 035	099
92	3003	216	036	000	3003	216 041	099
93	3003	216	042	000	3003	216 047	099
94	3003	216	048	000	3003	217 020	099
95	3003	217	021	000	3003	217 027	099
2696	3003	217	028	000	3003	217 036	099
97	3003	217	037	000	3003	217 044	099
98	3003	217	045	000	3003	217 051	099
99	3003	217	052	000	3003	217 065	099
2700	3003	217	066	000	3003	217 075	099
2701	3003	217	076	000	3003	217 088	099
2702	3003	217	089	000	3003	218 013	099
2703	3003	218	014	000	3003	218 020	099
2704	3003	218	021	000	3003	218 127	099
2705	3003	218	128	000	3003	218 163	099
2706	3003	218	164	000	3003	219 003	099
07	3003	219	004	000	3003	219 011	099
08	3003	219	012	000	3003	219 017	099
09	3003	219	018	000	3003	219 024	099
10	3003	219	025	000	3003	219 034	099
11	3003	219	035	000	3003	219 042	099

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
12	3003	219 043	000	3003	219 055	099	
13	3003	219 056	000	3003	220 014	099	
14	3003	220 015	000	3003	220 041	099	
2715	3003	220 042	000	3003	220 059	099	
2716	3003	220 060	000	3003	223 006	099	
17	3003	223 007	000	3003	223 012	099	
18	3003	223 013	000	3003	223 018	099	
2719	3003	223 019	000	3003	223 024	099	
2720	3003	223 025	000	3003	223 031	099	
2721	3003	223 032	000	3003	223 045	099	
2722	3003	223 046	000	3003	223 055	099	
23	3003	223 056	000	3003	223 062	099	
24	3003	223 063	000	3003	224 001	099	
2725	3003	224 002	000	3003	224 008	099	
26	3003	224 009	000	3003	224 015	099	
27	3003	224 016	000	3003	224 023	099	
28	3003	224 024	000	3003	224 030	099	
29	3003	224 031	000	3003	224 039	099	
2730	3003	224 040	000	3003	224 054	099	
31	3003	224 055	000	3003	224 070	099	
32	3003	224 071	000	3003	225 004	099	
2733	3003	225 005	000	3003	225 011	099	
34	3003	225 012	000	3003	225 021	099	
35	3003	225 022	000	3003	225 039	099	
36	3003	225 040	000	3003	226 006	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #		DOC LOC END #		DISPOSAL INFORMATION
2737	3003	226 007	000	3003 226 013 <sup>(000 027)</sup>	099
2738	3003	226 013 <sup>(028 049)</sup>	000	3003 226 020	099
2739	3003	226 020 <sup>(additions)</sup>	000	3003 226 027	099
2740	3003	226 028	000	3003 226 034	099
2741	3003	226 035	000	3003 226 042	099
2742	3003	226 043	000	3003 226 059	099
2743	3003	226 060	000	3003 226 080	099
44	3003	226 081	000	3003 226 087	099
45	3003	226 088	000	3003 227002	099
2746	3003	227003	000	3003 227008	099
2747	3003	227009	000	3003 227014	099
48	3003	227015	000	3003 227020	099
49	3003	227021	000	3003 227027	099
50	3003	227028	000	3003 227035	099
51	3003	227036	000	3003 227053	099
2752	3003	227054	000	3003 227073	099
53	3003	227074	000	3003 230003	099
54	3003	230004	000	3003 230017	099
55	3003	230017	000	3003 230031	099
56	3003	230032	000	3003 230047	099
57	3003	230048	000	3003 230055	099
58	3003	230056	000	3003 230061	099
59	3003	230062	000	3003 230066	099
2760	3003	230067	000	3003 230072	099
2761	3003	230073	000	3003 230084	099

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# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2762	3003	230085	000	3003	230091	099	
63	3003	230092	000	3003	230099	099	
64	3003	230100	000	3003	231011	099	
65	3003	231012	000	3003	231027	099	
66	3003	231028	000	3003	231034	099	
67	3003	231035	000	3003	231039	099	
68	3003	231040	000	3003	231049	099	
69	3003	231050	000	3003	231063	099	
70	3003	231064	000	3003	231072	099	
2771	3003	231073	000	3003	231088	099	
72	3003	231089	000	3003	231101	099	
73	3003	231102	000	3003	232002	099	
74	3003	232003	000	3003	233008	099	
75	3003	232009	000	3003	232013	099	
76	3003	232014	000	3003	232020	099	
2777	3003	232021	000	3003	232025	099	
78	3003	232026	000	3003	232038	099	
79	3003	232039	000	3003	232045	099	
80	3003	232045	000	3003	232059	099	
81	3003	232060	000	3003	232073	099	
82	3003	232074	000	3003	232087	099	
83	3003	232088	000	3003	232094	099	
84	3003	232095	000	3003	232098	099	
85	3003	232099	000	3003	232107	099	
2786	3003	232108	000	3003	232119	099	

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232120

233001

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
1788	3003	233002	000	3003	233008	099	
89	3003	233 009	000	3003	233 015	099	
2790	3003	233 016	000	3003	233021 <sup>(034)</sup> <sub>(043)</sub>	099	
	3003	233 022	000	3003	233 037	099	
92	3003	233 038	000	3003	233 047	099	
93	3003	233 048	000	3003	233 059	099	
94	3003	233 060	000	3003	233 071	099	
95	3003	233 072	000	3003	233 079	099	
96	3003	233 080	000	3003	233 086	099	
2797	3003	233 087	000	3003	233 094	099	
98	3003	233 095	000	3003	234 003	099	
99	3003	234 004	000	3003	234 018	099	
2800	3003	234 019	000	3003	234 028	099	
01	3003	234 029	000	3003	234 036	099	
02	3003	234 037	000	3003	234 044	099	
03	3003	234 045	000	3003	234 051	099	
04	3003	234 052 <sup>000</sup> <sub>029</sub>	000	3003	234 056	099	
05	3003	237 001	000	3003	237 007	099	
06	3003	237 008	000	3003	237 015	099	
07	3003	237 016	000	3003	237 029	099	
08	3003	237 030	000	3003	237 041	099	
09	3003	237 042	000	3003	237 054	099	
2810	3003	237 055	000	3003	238 006	099	
11	3003	238 007	000	3003	238 013	099	
12	3003	238 014	000	3003	238 022	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2813	3003	238 023	000	3003	238 029	099	
14	3003	238 030	000	3003	238 036	099	
15	3003	238 037	000	3003	238 045	099	
16	3003	238 046	000	3003	238 060	099	
17	3003	238 061	000	3003	238 068	099	
18	3003	238 069	000	3003	239 005	099	
19	3003	239 006	000	3003	239 012	099	
20	3003	239 013	000	3003	239 017	099	
21	3003	239 018	000	3003	239 025	099	
22	3003	239 026	000	3003	239 030	099	
23	3003	239 031	000	3003	239 037	099	
24	3003	239 038	000	3003	239 042	099	
25	3003	239 043	000	3003	239 052	099	
26	3003	239 053	000	3003	239 067	099	
27	3003	239 068	000	3003	239 073	099	
28	3003	239 074	000	3003	239 078	099	
29	3003	239 079	000	3003	239 083	099	
30	3003	239 084	000	3003	240 008	099	
2831	3003	240 009	000	3003	240 016	099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2832	3003	240017	000	3003	240027	099	
33	3003	240028	000	3003	240033	099	
34	3003	240034	000	3003	240042	099	
35	3003	240043	000	3003	240060	099	
36	3003	240061	000	3003	240069	099	
37	3003	240070	000	3003	240076	099	
38	3003	240077	000	3003	240088	099	
39	3003	240089	000	3003	240094	099	
2840	3003	241001	000	3003	241021	099	
41	3003	241022	000	3003	241048	099	
42	3003	241049	000	3003	241054	099	
43	3003	241055	000	3003	241063	099	
44	3003	241064	000	3003	241069	099	
45	3003	241070	000	3003	241075	099	
46	3003	241076	000	3003	241082	099	
47	3003	245001	000	3003	245008	099	
48	3003	245009	000	3003	245013	099	
49	3003	245014	000	3003	245018	099	
50	3003	245019	000	3003	245023	099	
51	3003	245024	000	3003	245039	099	
52	3003	245040	000	3003	245049	099	
53	3003	245050	000	3003	245053	099	
54	3003	245054	000	3003	245061	099	
55	3003	245062	000	3003	245068	099	
2856	3003	245069	000	3003	245080	099	



## DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2857	3003	246001	000	3003	246006	099	
58	3003	246007	000	3003	246011	099	
59	3003	246012	000	3003	246017	099	
60	3003	246018	000	3003	246024	099	
2861	3003	247001	000	3003	247013	099	
62	3003	247014	000	3003	247024	099	
63	3003	247025	000	3003	247035	099	
64	3003	247036	000	3003	247041	099	
65	3003	247042	000	3003	247047	099	
66	3003	247048	000	3003	247052	099	
67	3003	247053	000	3003	247059	099	
68	3003	247060	000	3003	247083	099	
69	3003	247084	000	3003	247096	099	
70	3003	247097	000	3003	247106	099	
71	3003	247107	000	3003	247116	099	
72	3003	247117	000	3003	247124	099	
73	3003	248001	000	3003	248005	099	
74	3003	248006	000	3003	248009	099	
75	3003	248010	000	3003	248014	099	
76	3003	248015	000	3003	248019	099	
77	3003	248020	000	3003	248023	099	
78	3003	248024	000	3003	248045	099	
79	3003	248046	000	3003	248050	099	
2880	3003	248051	000	3003	248061	099	
2881	3003	251001	000	3003	251026	099	



## DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2882	3003	251027	000	3003	251031	099	
83	3003	251032	000	3003	251050	099	
84	3003	252001	000	3003	252024	099	
85	3003	252025	000	3003	252045	099	
86	3003	252046	000	3003	252065	099	
87	3003	253001	000	3003	253033	099	
88	3003	254001	000	3003	254007	099	
89	3003	254008	000	3003	254026	099	
90	3003	254027	000	3003	254031	099	
2891	3003	254032	000	3003	254035	099	
92	3003	254036	000	3003	254062	099	
93	3003	254063	000	3003	254071	099	
2894	3003	255001	000	3003	255003	099	
95	3003	255004	000	3003	255006	099	
96	3003	255007	000	3003	255011	099	
97	3003	255012	000	3003	255030	099	
98	3003	255031	000	3003	255034	099	
99	3003	255035	000	3003	255043	099	
2900	3003	255044	000	3003	255049	099	
01	3003	255050	000	3003	255061	099	
02	3003	255062	000	3003	255064	099	
03	3003	258001	000	3003	258013	099	
04	3003	258014	000	3003	258022	099	
05	3003	258023	000	3003	258030	099	
2906	3003	259002	000	3003	259013	099	

## DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2907	3003	259014	000	3003	259017	099	
08	3003	259018	000	3003	259024	099	
09	3003	259025	000	3003	259039	099	
10	3003	259040	000	3003	259043	099	
11	3003	260001	000	3003	260005	099	
2912	3003	260006	000	3003	260014	099	
13	3003	260015	000	3003	260031	099	
14	3003	260032	000	3003	260042	099	
15	3003	260043	000	3003	260046	099	
16	3003	260047	000	3003	260050	099	
17	3003	260051	000	3003	260053	099	
2918	3003	260054	000	3003	260056	099	
19	3003	260057	000	3003	260059	099	
20	3003	261001	000	3003	261005	099	
21	3003	261006	000	3003	261009	099	
22	3003	261010	000	3003	261014	099	
23	3003	261015	000	3003	261018	099	
24	3003	261019	000	3003	261022	099	
25	3003	265001	000	3003	265011	099	
2926	3003	265012	000	3003	265016	099	
27	3003	265017	000	3003	265022	099	
28	3003	265023	000	3003	265029	099	
29	3003	265030	000	3003	265036	099	
30	3003	265037	000	3003	265053	099	
2931	3003	265054	000	3003	265059	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2932	3003	265060	000	3003	265065	<del>025</del> <del>099</del>	
33	3003	265065	<del>000</del> 26	3003	265089	099	
34	3003	266001	000	3003	266014	099	
35	3003	266015	000	3003	266021	099	
36	3003	266022	000	3003	266026	099	
37	3003	266027	000	3003	266043	099	
2938	3003	266044	000	3003	266057	099	
39	3003	266058	000	3003	266063	099	
40	3003	266064	000	3003	266067	099	
41	3003	266068	000	3003	266071	099	
42	3003	266072	000	3003	266074	099	
43	3003	267001	000	3003	267006	099	
44	3003	267007	000	3003	267011	099	
2945	3003	267012	000	3003	267015	099	
46	3003	267016	000	3003	267020	099	
47	3003	267021	000	3003	267025	099	
48	3003	267026	000	3003	267029	099	
49	3003	267030	000	3003	267034	099	
2950	3003	267035	000	3003	267038	099	
51	3003	267039	000	3003	267050	099	
52	3003	268001	000	3003	268014	099	
53	3003	268015	000	3003	268023	099	
54	3003	268024	000	3003	268026	099	
55	3003	268027	000	3003	268028	099	
2956	3003	268029	000	3003	268033	099	

## DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2951	3003	268034	000	3003	268037	099	
58	3003	268038	000	3003	268040	099	
59	3003	268041	000	3003	268050	099	
60	3003	268051	000	3003	268060	099	
61	3003	268061	000	3003	268065	099	
62	3003	269001	000	3003	269013	099	
63	3003	269014	000	3003	269016	099	
64	3003	269017	000	3003	269027	099	
65	3003	269028	000	3003	269036	099	
2966	3003	269037	000	3003	269044	099	
67	3003	269045	000	3003	269049	099	
68	3003	269050	000	3003	269065	099	
69	3003	269066	000	3003	269073	099	
70	3003	269074	000	3003	269085	099	
71	3003	269086	000	3003	269091	099	
2972	3003	269092	000	3003	269096	099	
73	3003	269097	000	3003	269099	099	
74	3003	272001	000	3003	272004	099	
75	3003	272005	000	3003	272012	099	
76	3003	272013	000	3003	272035	099	
77	3003	272036	000	3003	272041	099	
78	3003	272042	000	3003	272044	099	
79	3003	272045	000	3003	272052	099	
80	3003	272053	000	3003	272058	099	
2981	3003	273001	000	3003	273008	099	

## DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
2982	3003	273010	000	3003	273016	099	
83	3003	273017	000	3003	273044	099	
84	3003	273045	000	3003	273049	099	
2985	3003	273050	000	3003	273053	099	
86	3003	273054	000	3003	273057	099	
87	3003	273058	000	3003	273060	099	
88	3003	274001	000	3003	274004	099	
89	3003	274005	000	3003	274009	099	
90	3003	274010	000	3003	274018	099	
2991	3003	274019	000	3003	274022	099	
92	3003	274023	000	3003	274026	099	
93	3003	274027	000	3003	274031	099	
94	3003	274032	000	3003	274048	099	
95	3003	274049	000	3003	274053	099	
96	3003	274054	000	3003	274058	099	
97	3003	274059	000	3003	274062	099	
98	3003	274063	000	3003	274073	099	
2999	3003	275001	000	3003	275004	099	
3000	3003	275005	000	3003	275006	099	
01	3003	275007	000	3003	275009	099	
02	3003	275010	000	3003	275019	099	
03	3003	275020	000	3003	275024	099	
04	3003	275025	000	3003	275027	099	
05	3003	275028	000	3003	275039	099	
3006	3003	275040	000	3003	275048	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
3007	3003	275049	000	3003	275060	099	
08	3003	275061	000	3003	275064	099	
09	3003	275065	000	3003	275068	099	
10	3003	275069	000	3003	276003	099	
11	3003	276004	000	3003	276007	099	
3012	3003	276008	000	3003	276010	099	
13	3003	276011	000	3003	276014	099	
14	3003	276015	000	3003	276021	099	
15	3003	276022	000	3003	276030	099	
16	3003	276031	000	3003	276034	099	
17	3003	276035	000	3003	276047	099	
18	3003	276048	000	3003	276051	099	
19	3003	276052	000	3003	276056	099	
20	3003	276057	000	3003	276061	099	
3021	3003	276062	000	3003	279002	099	
22	3003	279003	000	3003	279017	099	
23	3003	279018	000	3003	279023	099	
24	3003	279024	000	3003	279028	099	
25	3003	279029	000	3003	279032	099	
26	3003	279033	000	3003	279035	099	
27	3003	279036	000	3003	279044	099	
28	3003	279045	000	3003	279049	099	
29	3003	279050	000	3003	279053	099	
30	3003	279054	000	3003	279057	099	
3031	3003	279058	000	3003	279063	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
3032	3003	279064	000	3003	280001	099	
33	3003	280002	000	3003	280005	099	
34	3003	280006	000	3003	280013	099	
35	3003	280014	000	3003	280026	099	
36	3003	280027	000	3003	280030	099	
3031	3003	280031	000	3003	280035	099	
38	3003	280036	000	3003	280038	099	
39	3003	280039	000	3003	280041	099	
40	3003	280042	000	3003	280055	099	
41	3003	280056	000	3003	280061	099	
42	3003	280062	000	3003	280064	099	
43	3003	280065	000	3003	280066	099	
3044	3003	280067	000	3003	280071	099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	



# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
	3003		000	3003		099	
3045	3003	281001	000	3003	281018	099	
46	3003	281019	000	3003	281021	099	
47	3003	281022	000	3003	281024	099	
48	3003	281025	000	3003	281029	099	
49	3003	281030	000	3003	281040	099	
50	3003	281041	000	3003	281044	099	
51	3003	281046	000	3003	281047	099	
52	3003	281048	000	3003	281051	099	
3053	3003	281052	000	3003	281057	099	
54	3003	282001	000	3003	282003	099	
55	3003	282004	000	3003	282007	099	
56	3003	282008	000	3003	282011	099	
57	3003	282012	000	3003	282019	099	
58	3003	282020	000	3003	282026	099	
3059	3003	282027	000	3003	282030	099	



## DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
3060	3003	282031	000	3003	282034	099	
61	3003	282035	000	3003	282037	099	
62	3003	282039	000	3003	282057	099	
63	3003	282058	000	3003	282076	099	
64	3003	282077	000	3003	282087	099	
65	3003	282088	000	3003	282093	099	
66	3003	282094	000	3003	282099	099	
67	3003	282100	000	3003	282110	099	
68	3003	283001	000	3003	283006	099	
69	3003	283007	000	3003	283012	099	
3070	3003	283013	000	3003	283016	099	
71	3003	283017	000	3003	283019	099	
72	3003	283020	000	3003	283034	099	
73	3003	283035	000	3003	283041	099	
74	3003	283042	000	3003	283044	099	
75	3003	283045	000	3003	283054	099	
76	3003	287002	000	3003	287039	099	
77	3003	287038	000	3003	287040	099	
78	3003	287041	000	3003	287046	099	
79	3003	287047	000	3003	287067	099	
3080	3003	287068	000	3003	287092	099	
81	3003	288001	000	3003	288010	099	
82	3003	288011	000	3003	288018	099	
83	3003	288019	000	3003	288028	099	
3084	3003	288028	000	3003	288032	099	

## DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
3085	3003	289001	000	3003	289005	099	
80	3003	289006	000	3003	289011	099	
81	3003	289012	000	3003	289018	099	
88	3003	289019	000	3003	289027	099	
89	3003	289028	000	3003	289048	099	
3090	3003	289049	000	3003	289055	099	
91	3003	289056	000	3003	289073	099	
92	3003	289074	000	3003	289083	099	
93	3003	290001	000	3003	290005	099	
94	3003	290006	000	3003	290009	099	
95	3003	290010	000	3003	290015	099	
96	3003	290016	000	3003	290022	099	
97	3003	290023	000	3003	290043	099	
98	3003	290044	000	3003	290051	099	
99	3003	293001	000	3003	293018	099	
4000	3003	293019	000	3003	293023	099	
01	3003	293024	000	3003	293028	099	
02	3003	293029	000	3003	293037	099	
03	3003	293038	000	3003	293046	099	
04	3003	293047	000	3003	293053	099	
05	3003	293054	000	3003	293065	099	
06	3003	293066	000	3003	293070	099	
67	3003	293071	000	3003	293074	099	
88	3003	293075	000	3003	293083	099	
4009	3003	294001	000	3003	294007	099	

## DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
4010	3003	294008	000	3003	294018	099	
11	3003	294019	000	3003	294021	099	
12	3003	294022	000	3003	294026	099	
13	3003	294027	000	3003	294033	099	
14	3003	294034	000	3003	294039	099	
15	3003	294040	000	3003	294046	099	
16	3003	295001	000	3003	295003	099	
17	3003	295004	000	3003	295006	099	
18	3003	295007	000	3003	295018	099	
4019	3003	295019	000	3003	295033	099	
1-20	3003	295034	000	3003	296006	099	
21	3003	296007	000	3003	296010	099	
22	3003	296011	000	3003	296014	099	
23	3003	296015	000	3003	296023	099	
24	3003	296024	000	3003	296034	099	
4025	3003	296035	000	3003	296046	099	
26	3003	296048	000	3003	296054	099	
27	3003	296055	000	3003	296060	099	
28	3003	297001	000	3003	297004	099	
29	3003	297005	000	3003	297008	099	
30	3003	297009	000	3003	297018	099	
31	3003	297019	000	3003	297026	099	
32	3003	297027	000	3003	297030	099	
33	3003	297031	000	3003	297035	099	
4034	3003	297036	000	3003	297041	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
4035	3003	300 001	000	3003	300006	099	
36	3003	300007	000	3003	300014	099	
37	3003	300015	000	3003	300024	099	
38	3003	300025	000	3003	300029	099	
39	3003	300030	000	3003	300033	099	
4040	3003	300034	000	3003	300044	099	
41	3003	300044	000	3003	300046	099	
42	3003	300047	000	3003	300050	099	
43	3003	301001	000	3003	301005	099	
44	3003	301006	000	3003	301009	099	
45	3003	301010	000	3003	301020	099	
46	3003	301021	000	3003	301024	099	
47	3003	301025	000	3003	301029	099	
48	3003	301030	000	3003	301038	099	
4049	3003	301039	000	3003	301053	099	
50	3003	301053	000	3003	301057	099	
51	3003	301058	000	3003	301062	099	
52	3003	301063	000	3003	301072	099	
53	3003	301073	000	3003	301077	099	
54	3003	301078	000	3003	301084	099	
4055	3003	302001	000	3003	302004	099	
56	3003	302005	000	3003	302007	099	
57	3003	302008	000	3003	302010	099	
58	3003	302011	000	3003	302014	099	
4059	3003	302015	000	3003	302020	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
4060	3003	302021	000	3003	302026	099	
61	3003	302027	000	3003	302030	099	
62	3003	302031	000	3003	302033	099	
63	3003	302034	000	3003	302037	099	
64	3003	302038	000	3003	302047	099	
65	3003	302049	000	3003	302053	099	
4066	3003	302054	000	3003	302059	099	
67	3003	302060	000	3003	302063	099	
68	3003	302064	000	3003	302067	099	
69	3003	302068	000	3003	302073	099	
70	3003	303001	000	3003	303003	099	
71	3003	303004	000	3003	303008	099	
72	3003	303009	000	3003	303015	099	
73	3003	303016	000	3003	303021	099	
4074	3003	303022	000	3003	303026	099	
75	3003	303027	000	3003	303029	099	
76	3003	303030	000	3003	303038	099	
77	3003	303039	000	3003	303045	099	
78	3003	303045	000	3003	303049	099	
79	3003	303050	000	3003	303054	099	
4080	3003	303055	000	3003	304001	099	
81	3003	304002	000	3003	304006	099	
82	3003	304007	000	3003	304010	099	
83	3003	304011	000	3003	304015	099	
4084	3003	304015	000	3003	304018	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
4085	3003	304019	000	3003	304024	099	
86	3003	304024 <sup>(ATTACH)</sup>	000	3003	304028	099	
87	3003	304029	000	3003	304031	099	
88	3003	304032	000	3003	304048	099	
89	3003	304049	000	3003	304053	099	
4090	3003	307001	000	3003	307003	099	
91	3003	307004	000	3003	307006	099	
92	3003	307007	000	3003	307009	099	
93	3003	307009 <sup>(ATTACH)</sup>	000	3003	307012	099	
94	3003	307013	000	3003	307018	099	
95	3003	307019	000	3003	307021	099	
96	3003	307022	000	3003	307025	099	
97	3003	307026	000	3003	307028	099	
98	3003	307029	000	3003	307031	099	
4099	3003	307032	000	3003	307039	099	
4100	3003	307039 <sup>(ATTACH)</sup>	000	3003	307049	099	
01	3003	307050	000	3003	307063	099	
02	3003	307064	000	3003	307066	099	
03	3003	307067	000	3003	307069	099	
04	3003	307070	000	3003	307073	099	
05	3003	307074	000	3003	307083	099	
06	3003	308001	000	3003	308003	099	
07	3003	308004	000	3003	308006	099	
08	3003	308007	000	3003	308012	099	
4109	3003	308012 <sup>(ATTACH)</sup>	000	3003	30815	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
4010	3003	308017	000	3003	308019	099	
11	3003	308019 <sup>(after)</sup>	000	3003	308022	099	
12	3003	308023	000	3003	308038	099	
13	3003	308039	000	3003	308042	099	
14	3003	308043	000	3003	308047	099	
15	3003	308048	000	3003	309001	099	
16	3003	309002	000	3003	309004	099	
17	3003	309005	000	3003	309007	099	
18	3003	309008	000	3003	309010	099	
19	3003	309011	000	3003	309013	099	
4120	3003	309014	000	3003	309017	099	
21	3003	309018	000	3003	309022	099	
22	3003	309023	000	3003	309026	099	
23	3003	309027	000	3003	309033	099	
24	3003	309034	000	3003	309041	099	
25	3003	309042	000	3003	309064	099	
4126	3003	309065	000	3003	309073	099	
27	3003	309074	000	3003	310006	099	
28	3003	310007	000	3003	310018	099	
29	3003	310019	000	3003	310050	099	
30	3003	310051	000	3003	310082	099	
31	3003	310083	000	3003	311012	099	
32	3003	311013	000	3003	311045	099	
33	3003	311046	000	3003	311055	099	
4134	3003	311056	000	3003	311062	099	



# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
4135	3003	311063	000	3003	314019	099	
36	3003	314020	000	3003	314029	099	
37	3003	314030	000	3003	316018	099	
38	3003	316019	000	3003	316048	099	
39	3003	316049	000	3003	316070	099	
4140	3003	316071	000	3003	316084	099	
41	3003	316085	000	3003	316091	099	
42	3003	316092	000	3003	316097	099	
43	3003	316098	000	3003	316102	099	
44	3003	316103	000	3003	316108	099	
45	3003	316109	000	3003	316113	099	
4146	3003	316114	000	3003	316118	099	
47	3003	316119	000	3003	316123 <sup>000-029</sup>	099	
48	3003	316123 <sup>30-48</sup>	000	3003	316126	099	
49	3003	316127	000	3003	317001	099	
50	3003	317002	000	3003	317013	099	
51	3003	317014	000	3003	317021	099	
52	3003	317022	000	3003	317030	099	
53	3003	317031	000	3003	317042	099	
54	3003	317043	000	3003	317046	099	
55	3003	317047	000	3003	317049	099	
56	3003	317050	000	3003	317054	099	
57	3003	317055	000	3003	317061	099	
58	3003	317062	000	3003	317073 <sup>000-031</sup>	099	
4159	3003	317073 <sup>31-50</sup>	000	3003	317080 <sup>000-015</sup>	099	



# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
41 60	3003	317080 <sup>16-25</sup>	000	3003	317 084 <sup>(000-022)</sup>	099	
61	3003	317084 <sup>(023-047)</sup>	000	3003	317 090	099	
62	3003	317 091	000	3003	317 095	099	
63	3003	317 096	000	3003	317 099	099	
64	3003	317 100	000	3003	318 00.1	099	
65	3003	318 002	000	3003	318 005	099	
66	3003	318 006	000	3003	318 010	099	
67	3003	318 011	000	3003	318 014	099	
68	3003	318 015	000	3003	318 020	099	
69	3003	318 021	000	3003	318 023	099	
41 70	3003	318 024	000	3003	318 032	099	
71	3003	318 033	000	3003	318 045	099	
72	3003	318 046	000	3003	318 052	099	
73	3003	318 053	000	3003	321 020	099	
74	3003	321- 011 <sup>(000-036)</sup>	000	3003	321 021	099	
75	3003	321 022	000	3003	321 040	099	
41 76	3003	321 041	000	3003	321 047	099	
77	3003	321 048	000	3003	321 051	099	
78	3003	321 052	000	3003	321 055 <sup>(031-052)</sup>	099	
79	3003	321 056	000	3003	321 059 <sup>(027-049)</sup>	099	
80	3003	321 060 <sup>(000-035)</sup>	000	3003	321 069	099	
41 81	3003	321 070	000	3003	321 080 <sup>(000-024)</sup>	099	
82	3003	321 080 <sup>(027-040)</sup>	000	3003	321 088	099	
83	3003	321 088 <sup>attach ments</sup>	000	3003	321 098	099	
41 84	3003	321 099 <sup>(000-026)</sup>	000	3003	321 103	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
4185	3003	321 104	000	3003	321 109	<sup>(020)</sup> <sup>(024)</sup> 099	
86	3003	321 110	000	3003	321 116	<sup>(000)</sup> <sup>(026)</sup> 099	
87	3003	321 116	<sup>(027)</sup> <sup>(049)</sup> 000	3003	321 120	<sup>(020)</sup> <sup>(049)</sup> 099	
88	3003	321 121	<sup>(000)</sup> <sup>(022)</sup> 000	3003	321 126	099	
89	3003	321 127	000	3003	322 002	<sup>(000)</sup> <sup>(029)</sup> 099	
4190	3003	322 002	<sup>(030)</sup> <sup>(051)</sup> 000	3003	322 007	<sup>(000)</sup> <sup>(024)</sup> 099	
91	3003	322 007	<sup>(025)</sup> <sup>(047)</sup> 000	3003	322 009	<sup>(027)</sup> <sup>(050)</sup> 099	
92	3003	322 010	000	3003	322 013	<sup>(026)</sup> <sup>(049)</sup> 099	
93	3003	322 014	000	3003	322 018	<sup>(000)</sup> <sup>(033)</sup> 099	
94	3003	322 018	<sup>(034)</sup> <sup>(049)</sup> 000	3003	322 028	099	
95	3003	322 029	000	3003	322 039	099	
96	3003	322 040	000	3003	322 049	099	
97	3003	322 050	000	3003	322 064	099	
98	3003	322 065	000	3003	323 004	099	
99	3003	323 005	000	3003	323 007	099	
4200	3003	323 008	000	3003	323 010	099	
4201	3003	323 011	000	3003	323 023	099	
4202	3003	323 024	000	3003	323 029	099	
4203	3003	323 030	000	3003	323 033	099	
4204	3003	323 034	000	3003	324 014	099	
405	3003	324 015	000	3003	324 045	099	
4206	3003	324 046	000	3003	324 068	099	
4207	3003	324 069	000	3003	324 079	099	
4208	3003	324 080	000	3003	324 095	099	
4209	3003	324 096	000	3003	325 010	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
4210	3003	325 011	000	3003	325 035	099	
4211	3003	325 036	000	3003	325 050	099	
4212	3003	325 051	000	3003	325 065	099	
4213	3003	325 066	000	3003	328 004	099	
4214	3003	328 005	000	3003	328 023	099	
* 4215	3003	328 024	000	3003	328 042	099	
4217	3003	328 043	000	3003	329 004	099	
4218	3003	329 005	000	3003	329 031	099	
4219	3003	329 032	000	3003	329 049	099	
4220	3003	329 050	000	3003	329 070	099	
4221	3003	329 071	000	3003	335 003	099	
4222	3003	335 004	000	3003	335 022	099	
4223	3003	335 023	000	3003	335 033	099	
4224	3003	335 034	000	3003	335 044	099	
4225	3003	335 045	000	3003	335 054	099	
4226	3003	335 055	000	3003	335 071	099	
4227	3003	335 072	000	3003	335 078	099	
4228	3003	336 001	000	3003	336 005	099	
4229	3003	336 006	000	3003	336 012	099	
30	3003	336 013	000	3003	336 020	099	
31	3003	336 021	000	3003	337 004	099	
32	3003	337 005	000	3003	337 009	099	
33	3003	337 010	000	3003	337 013	099	
34	3003	337 014	000	3003	337 049	099	
35	3003	338 001	000	3003	338 012	099	

\* 4215

328011

- 328023

DOC LOC REPORT.xls

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
4236	3003	338 013	000	3003	338 031	099	
37	3003	338 032	000	3003	339 015	099	
38	3003	339 016	000	3003	339 041	099	
39	3003	339 042	000	3003	339 051	099	
40	3003	342 001	000	3003	342 015	099	
41	3003	342 016	000	3003	342 030	099	
42	3003	342 031	000	3003	342 056	099	
43	3003	342 057	000	3003	343 017	099	
44	3003	343 018	000	3003	344 019	099	
45	3003	344 020	000	3003	344 028	099	
46	3003	344 029	000	3003	344 045	099	
47	3003	344 046	000	3003	342 021	099	
48	3003	345 022	000	3003	345 054	099	
49	3003	345 056	000	3003	345 078	099	
50	3003	346 001	000	3003	349 024	099	
51	3003	349 025	000	3003	349 042	099	
52	3003	349 043	000	3003	349 056	099	
53	3003	349 057	000	3003	350 022	099	
54	3003	350 023	000	3003	351 003	099	
55	3003	351 004	000	3003	351 030	099	
56	3003	351 031	000	3003	351 059	099	
57	3003	351 060	000	3003	352 014	099	
58	3003	352 015	000	3003	352 033	099	
59	3003	352 034	000	3003	352 039	099	
4260	3003	352 040	000	3003	353 008	099	

# DOC LOC RECORDS FILE

BOX #	DOC LOC START #			DOC LOC END #			DISPOSAL INFORMATION
4261	3003	353 010	000	3003	356 008	099	
4262	3003	356 009	000	3003	356 014	099	
63	3003	356 015	000	3003	356 032	099	
64	3003	356 033	000	3003	356 035	099	
65	3003	356 036	000	3003	356 047	099	
66	3003	356 048	000	3003	356 059	099	
67	3003	356 060	000	3003	356 065	099	
68	3003	356 066	000	3003	357 004	099	
69	3003	357 005	000	3003	357 010	099	
70	3003	357 011	000	3003	357 038	099	
71	3003	357 039	000	3003	358 010	099	
72	3003	358 011	000	3003	358 015	099	
73	3003	358 016	000	3003	358 025	099	
74	3003	358 026	000	3003	363 013	099	
75	3003	363 014	000	3003	363 033	099	
76	3003	363 034	000	3003	363 050	099	
77	3003	363 051	000	3003	363 059	099	
78	3003	363 060	000	3003	363 081	099	
79	3003	363 082	000	3003	364 006	099	
80	3003	364 007	000	3003	364 016	099	
81	3003	364 017	000	3003	364 019	099	
82	3003	364 020	000	3003	364 039	099	
83	3003	364 040	000	3003	365 016	099	
84	3003	365 017	000	3003	365 028	099	
85	3003	365 033	000	3003	365 037	099	



DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)

Schedule No.

2071

Page 8 of 15

Item No	Description	Retention
27.	<p><u>Withholding Tax Statements (W2)</u></p> <p>Prepared and submitted by employer's for each employee from whom income tax was withheld during the tax year. Each statement shows the employer's name, address and identification number, the employee's name, address, and social security number, total wages paid, and the amount of income tax withheld.</p>	<p>Retain for 1 calendar year, then transfer to the State Management Center for 4 years, then destroy.</p>
28.	<p><u>Personal, Corporate, Pass Through Entity (PTE) &amp; Fiduciary Income Tax Returns (123, 500 - 1997 and future, 502, 503, 504 - 1998 and future, 505, 510 - 1997 and future, 515).</u></p> <p>Arranged numerically by year. These forms are imaged filed by all residents, and non-residents, corporations and fiduciaries, pass-through entities of the State who have received income from sources within the State, and are required by existing statutes to file such a return.</p>	<p>Retain paper at the Revenue Administration Center for 1 year, then transfer to the State Management Center for 2 years, then destroy. Retain image for 5 years on optical disk, then destroy.</p>
29.	<p><u>Applications for Extensions of Time (502E, 510E and 504E)</u></p> <p>These records document the application and approval for extension of time for filing returns, which has been granted taxpayers, except in the case of taxpayers who are abroad, no extensions are granted for more than one year.</p>	<p>Retain at the Revenue Administration Center until the end of the tax year for which the extension was granted, then destroy.</p>
30.	<p><u>Pass Through Entity Returns (510) - 1996 and prior</u></p> <p>Consists of the annual tax returns filed by each pass through entity having income allocable under the provisions of the Annotated Code of Maryland.</p>	<p>Retain at the Revenue Administration Center for 1 year, then transfer to the State Management Center for 4 years, then destroy.</p>



Department of Natural Resources		ACCESSION NO. <b>04W29</b>		DATE REC'D <b>7-23-03</b>
VISION/UNIT		LOCATION RANGE SECTION(S) <b>32 3-4</b>		RM CODE <b>19.01</b>
Office of the Secretary - Personnel				NO. OF CU. FT. <b>5</b>
MAILING ADDRESS 80 Taylor Avenue Annapolis, MD 21401		RECORDS CENTER MANAGER		
PHONE NO. 410-260-8076 <i>Contact Person - Donna Milchenski</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
AGENCY OFFICIAL <b>BILLIE</b> Raymond, Personnel Administrator				

1. NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-5	<p><i>Buyed by Dept</i></p> <p>Inactive Personnel Files for January 1, 2000 thru December 31, 2000</p> <p><b>3/7/06</b></p>	<p>Disposal Date January 1, 2006</p> <p>Schedule 1256 Item 1</p>



PERSONNEL FILES TO JESSUP TO BE SHREDDED 1/06

BOX 1

ADAMS, THOMAS	5-10-00
AQUILAR, MORRIS	9-12-00
APPEL, THOMAS	2-08-00
BAKER, JOHN	5-31-00
BATCHELDER, TRACY	4-18-00
BEAVEN, MELVIN	4-30-00
BOWEN, SANDRA	11-10-00
CARTER, WORRALL	9-29-00
CARTWRIGHT, ALLEN	3-31-00
CLAGETT, JOHN	8-28-00
COOK, THOMAS	10-03-00
CORMIER, RHONDA	10-06-00
CUSTODIO, PABLO	4-30-00
DALY, KERRY	11-08-00
DAVIS, KAREN	3-07-00
DRING, RONALD	6-30-00
ELDER, CLARENCE	3-03-00
GARVIN, GERALDINE	12-31-00
GOUKER, JULIE	1-11-00
GROVE, SARAH	5-16-00

PERSONNEL FILES TO JESSUP TO BE SHREDDED 1/06

BOX 2

HELPA, MICHAEL	2-08-00
HENSLEY, DONNA	10-03-00
HOLDEN, BERNARD	3-31-00
HUANG, TAIN-LIN	12-29-00
KALINOWSKI, ELIZABETH	3-24-00
KEMP, WILLARD	7-31-00
KEPHART, SUSAN	4-30-00
KIESS, JEFFREY	10-17-00
KINES, CHARLES	10-13-00
KISSINGER, ALAINA	12-04-00
KORRELL, DARLENE	3-31-00
LATHBURY, MEREDITH	2-05-00
LATIMORE, TAMMIE	9-28-00
LEITCH, CRAWFORD	5-31-00
MATTHEWS, CELINA	11-30-00
MAZZULLI, CHRISTOPHER	12-08-00
MCCUSKER, LARRY	10-31-00
MCDEVITT, KEVIN	5-30-00

PERSONNEL FILES TO JESSUP TO BE SHREDDED 1/06

BOX 3

MCMANUS, ANN	3-30-00
MEININGER, JENNIFER	9-15-00
MILLS, CHRISTINE	10-03-00
MONZEGLIO, SCOTT	7-11-00
MOWITT, WILLIAM	8-11-00
MULLIERI, BONNIE	9-26-00
NELSON, ROBERT	11-25-00
NELSON, RONALD	9-12-00
NICHOLSON, GERALDINE	8-08-00
O'BRIEN, SUSAN	10-27-00
OYEDOKUM, LAKEN	11-27-00
PALMER, TIMOTHY	10-12-00
PELLI, CAROLYN	11-28-00
PHELPS, RUSSELL	6-30-00
PIPPIN, JEFFREY	3-10-00
REICHERT, JILL	9-05-00
RUGOLO, LOUIS	8-31-00
SCHAUBER JR, JOSEPH	6-30-00
SCHWARZ, KENNETH	4-28-00
SEARING, MARY	5-11-00
SELLMAN, MONICA	9-05-00
SEWELL, MARGARET	8-31-00

PERSONNEL FILES TO JESSUP TO BE SHREDDED 1/06

BOX 4

SHADE, SAMANTHA	11-17-00
SIMPKINS, DEAN	11-17-00
SLACK, DAVID	11-14-00
SMOGOR, ANDREW	3-31-00
SMOGOR, NANCY	5-09-00
SOULEN, HEATHER	3-08-00
SPINNER, FLOYD	3-07-00
STEVENS, JOSEPH	6-30-00
STINE, MATTHEW	6-27-00
STOTT, JENNIFER	5-16-00
STURM, PAUL	2-11-00
SULLIVAN, TERESA	10-30-00
TEETER, OLLIE	6-30-00
THOMPSON, PAUL	5-31-00
TINSON, VALERIE	12-07-00
TOWERS, RICHARD	6-30-00
VAN TASSEL, JAMES	10-19-00
WALD, LISA	3-08-00
WALLS, EDWARD	1-31-00
WILHELMY, MONA	8-29-00

PERSONNEL FILES TO JESSUP TO BE SHREDDED 1/06

BOX 5


WILLIAMS, JOHN	6-30-00
WINELAND, DAVID	10-20-00
WOLFKILL, DAVID	6-30-00
WOROB, THOMAS	6-30-00
YINGLING, HARRY	6-30-00
ZANKEL, SUSAN	4-04-00
ZIEGLER, BARBARA	11-30-00



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Housing & Community Development		<b>ACCESSION NO.</b>  92W60	<b>DATE REC'D</b> 7-30-91
<b>B. DIVISION/UNIT</b> CAA/Codes Administration			<b>RM CODE</b> 06.02
<b>C. MAILING ADDRESS</b> 100 Community Place Crownsville, MD 21032-2023		<b>LOCATION</b> <b>RANGE</b> 154 <b>SECTION(S)</b> 9	<b>NO. OF CU. FT.</b> 1
<b>D. PHONE NO.</b> (301) 514-7220		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> James C. Hanna, Director, Codes Admin.		<b>TO BE COMPLETED AT</b> <b>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>	
3A	HUD Mobile Home Consumer Complaints 1975 - 1985	Schedule 1221 Item 6 Disposal: yr. 2005  1/06 <i>P. Bryant</i> 2/23/06 -	

06.03:02	DHCD	 <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			
Housing & Community Development CDA Finance / Single Family			
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.				
02W7	All Reports, CDA Finance. . Amortization for Services.	1208	3	1998 - 2000	30	1/2006	RECYCLE
02W8	All Reports, CDA Finance. Amortization for Services.	1208	3	1998 - 2000	30	1/2006	RECYCLE
02W9	All Reports, CDA Finance, Amortization for Services.	1208	3	1998 - 2000	30	1/2006	RECYCLE
02W10	All Reports, CDA Finance, Amortization for Services.	1208	3	1998 - 2000	30	1/2006	RECYCLE
03W358	Series Trial Balance	1208	3	1999 - 2000	2	1/2006	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ January 30, 2006 Date
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DGS 550-2 (Rev. 1/93)



2-5-01

## DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO. <b>02W7</b>		DATE REC'D <b>7-11-01</b>
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY				RM CODE <b>06-03-02</b>
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) <b>16 21-22</b>		NO. OF CU. FT. <b>30</b>
D. PHONE NO. 410-514-7421 <i>Janet Smith</i>		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Anne P. Konrad <i>Suzanne Konrad</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
<b>266-295</b>	<u>CDA FINANCE</u>  All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.  <i>Amortizations for Services: 121, 026 037, 087 and 099</i>  <i>Inclusive Dates: 1998 - 2000</i>    Inclusive Dates:	Retain for five (5) years, then destroy.  Schedule <u>1208</u>  Item #3  Destroy Year <u>2006</u> <i>Jan.</i>  <i>L.B.</i> <i>4/24/06</i>		

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No.</b> 1208
<b>Agency</b> DHCD		<b>Page 1 of 1</b>
<b>Division/Unit</b> CDA Finance/Single Family		
<b>Item No</b>	<b>Description</b>	<b>Retention</b>
3	<p style="text-align: center;"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p style="margin-top: 20px;">Box #'s 266-295</p> <p style="margin-top: 20px;">Amortizations for Servicers 121, 026, 037, 087 And 099</p> <p style="margin-top: 20px;">Inclusive Dates: 1993-2000</p>	<p>Retain for five (5) years, then destroy.</p> <p style="margin-top: 20px;">Destroy Year <u>2006</u></p>
Approved by Department, Agency, or Division Representative.		Schedule Authorized by State Archivist.
Date _____		Date _____
Signature _____		Signature _____
Type Name _____		
Title _____		

2-05-01

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

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

### RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.  02W8	DATE REC'D 7-11-01
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY		LOCATION RANGE SECTION(S) 16 22	RM CODE 06.03.02
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		NO. OF CU. FT. 30	
D. PHONE NO. 410-514-7421 Janet Smith		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad, <i>Sergei Kuzmenko</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	
296-325	<p style="text-align: center;"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p><i>Amortizations for Services:</i> 099 100 500 300 320 400 500</p> <p><i>Inclusive Dates: 1998 - 2000</i></p> <p style="text-align: right;"><i>30</i></p> <p>Inclusive Dates:</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2006</u> <i>Jan.</i></p> <p><i>P.B.</i></p> <p><i>1/24/06</i></p> <p><i>WJ</i></p>	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1208
Agency DHCD		Page 1 of 1
Division/Unit CDA Finance/Single Family		
Item No	Description	Retention
3	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box #s 296-325</p> <p>Amortizations for Servicers</p> <p>099, 126, 300, 304, 320, 400, 500</p> <p>Inclusive Dates 1998-2000</p>	<p>Retain for five (5) years, then destroy.</p> <p>Destroy Year <u>2006</u></p>
Approved by Department, Agency, or Division Representative.		Schedule Authorized by State Archivist.
Date _____		Date _____
Signature _____		Signature _____
Type Name _____		
Title _____		

2-05.01

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO. <b>02W9</b>	DATE REC'D <b>7-11-01</b>
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY		LOCATION RANGE SECTION(S) <b>16 22-23</b>	RM CODE <b>06.03.02</b>
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		NO. OF CU. FT. <b>30</b>	RECORDS CENTER MANAGER
D. PHONE NO. 410-514-7421		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL <i>Sergei Kirznenchuk</i> Anne P. Konrad			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<b>326-355</b>	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p><i>Amortizations for Services:</i></p> <p><i>500. 545. 550. 562 570. 625</i></p> <p><i>Inclusive Dates 1998-2000</i></p> <p><i>30</i></p> <p>Inclusive Dates:</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2006</u> <i>Jan.</i></p> <p><i>J. Bryant</i> <i>1/24/06 -</i></p>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1208
Agency DHCD		Page 1 of 1
Division/Unit CDA Finance/Single Family		
Item No	Description	Retention
3	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box # 326-355</p> <p>Amortizations for Servicers:</p> <p>500, 545, 550, 562, 570, 625</p> <p>Inclusive Dates 1998-2000</p>	<p>Retain for five (5) years, then destroy.</p> <p>Destroy Year <u>2006</u></p>
Approved by Department, Agency, or Division Representative.		Schedule Authorized by State Archivist.
Date _____		Date _____
Signature _____		Signature _____
Type Name _____		
Title _____		



2-05-01

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO. <b>02W10</b>	DATE REC'D <b>7-11-01</b>
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY		LOCATION RANGE SECTION(S) <b>43 14</b>	RM CODE <b>06.03.02</b>
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032			NO. OF CU. FT. <b>30</b>
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Sergei Kirzuanov</i> Anne P. Konrad		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
356-385	<p align="center"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p><i>Amortizations for Services</i></p> <p><i>625, 634, 640, 692</i></p> <p align="center"><i>30</i></p> <p>Inclusive Dates: <i>1998-2000</i></p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <i>JAN. 2006</i></p> <p><i>B.B.</i> <i>1/26/06</i></p>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1208 Page 1 of 1
Agency DHCD		Division/Unit CDA Finance/Single Family
Item No	Description	Retention
3	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p><u>Box #s 356- 385</u></p> <p><u>Amortizations for Servicers:</u> <u>625.634 640.682</u></p>	<p>Retain for five (5) years, then destroy.</p> <p>Destroy Year <u>2006</u></p>
Approved by Department, Agency, or Division Representative.  Date _____ Signature _____ Type Name _____ Title _____		Schedule Authorized by State Archivist.  Date _____ Signature _____




# RECORDS TRANSMITTAL AND RECEIPT

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

<b>A. AGENCY</b> 1. Department of Housing & Community Development		<b>ACCESSION NO.</b> <i>03W358</i>		<b>DATE REC'D.</b> <i>12-16-02</i>	
<b>B. DIVISION/UNIT</b> CDA-Finance				<b>RM CODE</b> <i>06.03.02</i>	
<b>C. MAILING ADDRESS</b> 100 Community Place Attn: Cindi Foard Crownsville, MD 21032		<b>LOCATION</b> <b>RANGE</b> <i>19</i> <b>SECTION(S)</b> <i>27</i>		<b>NO. OF CU. FT.</b> <i>2</i>	
<b>D. PHONE NO.</b> 410-514-7421		<b>RECORDS CENTER MANAGER</b>			
<b>E. AGENCY OFFICIAL</b>		<b>TO BE COMPLETED AT</b> <b>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>			
425	Series Trial Balance 4/00 thru 10/00	<b>Schedule No. 1208</b> <b>Item No. 3</b> <b>January 2006</b> <i>Disposal</i> <i>2/2/06</i> <i>JFR</i>			
426	Series Trial Balance 9/99 thru 3/00				

01.01	MDA	 <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.
	Department of Agriculture		
	Division or Unit		

# CERTIFICATE OF RECORDS DISPOSAL

[illegible]

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

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

Records Center Manager  
Title

January 30, 2006  
Date

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

*Partial*

A. AGENCY 1. Department of Agriculture		ACCESSION NO. <b>02W1338</b>		DATE REC'D <b>11-9-01</b>	
B. DIVISION/UNIT Conservation Grants Program		LOCATION RANGE SECTION(S) <b>28 12-13</b>		RM CODE <b>01.01</b>	
C. MAILING ADDRESS 50 Harry S. Truman Parkway Annapolis, MD 21401				NO. OF CU. FT. <b>2 only</b>	
D. PHONE NO. 410-841-5900		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL Brenda Hatridge		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE			
1 - 2	<i>See attached list.</i> BOXES 1 and 2. (PARTIAL DISPOSAL)	<i>1026-2</i> <i>see attached</i> <i>dates</i>  January 2004  <i>Disposal</i> <i>Jan. 2004</i>  <i>JPH</i>			

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE-799-1378)  
**RECORDS TRANSMITTAL AND RECEIPT**

*Partial*

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
1. Department of Agriculture		02W338	11-9-01
B. DIVISION/UNIT			RM CODE
Conservation Grants Program			01-01
C. MAILING ADDRESS		LOCATION	
50 Harry S. Truman Parkway Annapolis, MD 21401		RANGE 28	SECTION(S) 12-13
		NO. OF CU. FT. 12	
D. PHONE NO. 410-841-5900		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Brenda Hatridge		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

1. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
3 - 14	<p><i>See attached list.</i></p> <p>BOXES 3 THRU 14 (PARTIAL DISPOSAL)</p> <p><i>Yes please dispose of per Phyllis Riggins 01/18/06 pcr</i></p>	<p><i>1026-2</i></p> <p><i>see attached dates</i></p> <p>January 2005</p> <p><i>Disposal 1/06</i></p> <p><i>gpr</i></p>

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

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

*Partial*

1. AGENCY Department of Agriculture		ACCESSION NO. <b>02W338</b>		DATE REC'D <b>11-9-01</b>	
2. DIVISION/UNIT Conservation Grants Program				RM CODE <b>01.01</b>	
3. MAILING ADDRESS 50 Harry S. Truman Parkway Annapolis, MD 21401		LOCATION RANGE SECTION(S) <b>28 12-13</b>		NO. OF CU. FT. <b>16</b>	
4. PHONE NO. 410-841-5900		RECORDS CENTER MANAGER			
5. AGENCY OFFICIAL Brenda Hatridge		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

BOX NUMBERS	2. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
15 - 30	BOXES 15 THRU 30 (PARTIAL DISPOSAL)  <i>See attached list.</i>  <i>you please dispose of per Phyllis Rigin 01/18/06 BCO</i>	<i>1026-2</i> <i>see attached dates</i>  January 2006  <i>Disposal 1/06 gpr</i>

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> 1. Maryland Department of Agriculture		<b>Accession No.</b>  03W1067	<b>Date Rec'd</b> 6-5-03 <b>RM Code</b> 01.01
<b>B. Division/Unit</b> MAICS Weights and Measures Section		<b>Location</b> Range      Section(s)  39              8	<b>No. of Cu. Ft.</b>  10
<b>C. Mailing Address</b> 50 Harry S Truman Parkway Annapolis, MD 21401			
<b>D. Phone No.</b> (410) 841-5790		<b>Records Center Manager</b>	
<b>E. Agency Official</b>		<b>To Be Completed At</b> State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	small LMD reports - Allegany - Garrett 1998	1679 (2) 1-1-06
2	small LMD reports - Harford - Worcester 1998	1679 (2) 1-1-06
3	LPG, VTM & Rack meters - Allegany - Worcester 1998	1679 (2) 1-1-06
4	small & medium scale reports - Allegany - Baltimore City 1998	1679 (2) 1-1-06
5	small & medium scale reports - Calvert - P G 1998	1679 (2) 1-1-06
6	small & medium scale reports - Queen Anne - Worcester 1998	1679 (2) 1-1-06
7	large, vehicle, railroad & belt conveyor scale reports Allegany - Worcester 1998	1679 (2) 1-1-06
8	random package reports - Allegany - Kent 1998	1679 (2) 1-1-06
9	random package reports - Montgomery - Worcester 1998 grain moisture 1997-1998	1679 (2) 1-1-06
10	standard package reports A - Z, 1998	1679 (2) 1-1-06

A.B.  
1/24/86

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Department of Agriculture		ACCESSION NO. <b>03W1068</b>	DATE REC'D <b>6-5-03</b>
B. DIVISION/UNIT Human Resource Office			RM CODE <b>01.01</b>
C. MAILING ADDRESS 50 Harry S. Truman Parkway Annapolis, MD 21401		LOCATION - RANGE SECTION(S) <b>22 31</b>	NO. OF CU. FT. <b>7</b>
D. PHONE NO. 410-841-5900		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Brenda Hatridge		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	Testing Records & Information Files	2094 #5 January 2006	
#2	Testing Records & Information Files	2094 #5 January 2006	
#3	Testing Records & Information Files	2094 #5 January 2006	
#4	Testing Records & Information Files	2094 #5 January 2006	
#5	Testing Records & Information Files	2094 #5 January 2006	
#6	Miscellaneous Personnel Files - List Attached	2094 #1 January 2006	
#7	Miscellaneous Personnel Files and Medical Files - List Attached	2094 #4 January 2006 #1 <i>R. Bryant</i> <b>4/12/06</b>	

<b>Attachment to Record Transmittal of January 31, 2003</b>				
<b>BOXES 1 - 5</b>	<b>TESTING RECORDS AND INFORMATI ON FILES</b>			
<b>BOX NO 6</b>				
<b>Folder</b>	<b>Item</b>	<b>From Whom</b>	<b>To Whom</b>	<b>Subject/Contents</b>
M. Bayer	Letters	John Green	CJT	Letter dtd 7/1/97 reporting an accident occurred on 12/1/94 involving M. Bayer and requesting list of dates that he missed work; Letter dtd 9/3/96 a follow up letter to 7/1/97 letter; Unsigned letter of Cheryl dtd 9/8/97 apologizing for the delay and attaching the data requested.
Contractual Separation	Memo	Jean Taylor	Prog. Managers	Contractual Separation Notice- A memo dated 10/25/96 from J. Taylor attaching copy of 311-T form (Separation Form).
Div. of Salary & Position Classification	Letters	Arthur Merkle	CJT	Letter dtd 8/28/96 informing a requirement for various State depts. and agencies submit a Position Classification Plan to Sec. of DBM and attaching a form for completion. Letter dtd 9/16/96 of CJT to Merkle sending the Agency's Position Classification Plan.



DLLR	Letter	CJT	DLLR	Letter dtd 9/12/96 giving numbers of 5 units of the Agency; Agency's address verification dtd 8/26/96.
Data Proc.	Memos	CJT	M. Januk	Memo dtd 6/20/97 informing him that one person has 20MB of disk space; Memo dtd 6/25/96 deletion of Data System of S. Clark and addition of System to C. Jenkins.
Disciplinary Suspension	List			List of employees for Disciplinary suspension for FY 1996 (6 employees)
EO Task Force	Memo	Angela B. Hawkins	Members of EO	Memo dtd 7/22/96 EO classification and compensation Study Results -report on class and study and informing of another meeting 7/26/96.

Eligible List & Selection Plan	Fax	Nelson Sutton	Personnel Officers	Fax dtd 10/8/96 transmitting instructions and forms for eligible lists and position selection plans.
First Mail	Phamplet			Getting started with First Mail (First Mail for DOS)
Staff Meetings	Memos w/ Minutes		Program Managers	April, Sept. Nov & Dec. 1996; Jan-Nov 1997 and Feb - June 1998 - All memos w/ copies of minutes of said dates.

Grievance Report	Letter	CJT	Jeanne Zamoch	Letter of CJT dtd 8/29/96 to Asst. Director Jeanne M. Zarnock attaching a Summary of FY 1996 Grievances report. Report contained the names of Ali Alemi and Susan Fisher.
Incentive Award	Letter	Michael Glass	Personnel Directors	Letter dtd 7/26/96 re FY 1996 Incentive Award informing that all agencies are required to report and attaching a format to that.
7/1/97 Increment	List	DBM		List of employees dtd 6/19/97 w/ SS#s, ID Nos. Increment yr.
Legislative Session	Senate/House Bills			Unofficial copy of HB 542 Employee Privacy Protection Act dtd 1/29/97; Unofficial copy of SB 36 State Employees-CBargaining-Authority of Governor; unofficial copy of HB 815 Eligibility for retirement; unofficial copy of SB 151 Health Ins. coverage requirements and SB 215 Clarification of Earnings Limitation on Re-employment.
Leave Bank	Letter	F. Ramsey	Personnel Directors	Letter dtd 8/8/96 with a report status of employees who are listed as members of State Employee's Leave Bank for review. Discrepancies should be reported by 9/15/96; Should be noted that membership is valid for 2 yrs. only. Advanced & extended sick leave ends 12/31/96.
Laboratory Maps	maps			Directions going to Oakland Lab from US219 and directions to Salisbury Lab from US 50.

Injuries 1991-1994	List			Weights & Measures Worker's Compensation Injuries Fiscal Year 1991-1994 - list of persons who incurred injuries during said period
Helping Hand	Memo-Letter	Kathy Gerwig	Admin. Support Staff	A "Helping Hand" - proposal to provide Administrative Support Staff with needed assistance during "peak" work times. Assistance may include typing, faxing copying and bulk mailing.
Hood College	Letter	Michael Baldiga - Director	Internship Coordinator	Letter dtd 7/96 enclosing a data sheet and requesting that Personnel fill up the same and submit to them for their Internship Resource File.
Health & Safety Meeting	Memo	Barbara Saunders	Members of Committee	Memo dtd 7/9/00 stating that there will a forthcoming meeting on 7/24/96 at Rm 446.
MD Classified Employees	Letter	Sec. L. Riley	Edward J. Bynum	Letter dtd 7/10/96 to Sec. Riley informing and introducing the new appointed Exec. Director of MCEA and a brief background.
Mastercard Issued	Memos	Brenda Hatridge	Employees	Memo dtd 9/24/97 assigning a Mastercard Gasoline Service Number to J. Harrington; Memo dtd 8/15/97 M. Cantwell; Memo dtd 7/17/97 to J. Dorothy; Memo dtd 3/12/98 to Asst. Sec. R. Powell.
MD. Dept. of Budget & Fiscal Planning	Memo	Dep. Sec. Eloise Foster	All Dept. Secretaries & Heads of Independent Agencies	Memo dtd 5/28/96 re Program and Performance Statements and Units of Measurement. DBM is requesting for performance-related material to be used in budget formulation. Attached to this memo are instructions and where to submit the same.

Manager Reports	Memos	Merry McNeil	Program Managers	Memo dtd 7/16/96 with leave report ending 7/2/96; Memo dtd 7/2/96 with leave report ending 6/18/96.
Personnel Detail Report	Memorandum	CJT	D. Wilson	Memo dtd 7/24/96 re Personnel Services Agency Detail - sending a draft of a proposed personnel detail report. Said report includes Pin Nos., Classification, First and Last Name, SS#s. EOD Grade and Step.
Personnel Advisory Council				Agenda for 9/25/96 meeting - topics of which were: Personnel Reform Implementation Update, Alternative Placement & Accommodation Procedures and Questions/Discussion.
Savings Bond	Memos	Secretary HAV	Program Managers	Memo dtd 8/14/96 campaigning about Savings Bonds; Memo dtd 12/4/96 from Barbara Saunders to D. Wilson reporting on the Savings Bond Campaign.
Retreat Charts	Charts			Charts with Headings of Area, Work Situation to Improve, Actions and Time Frames.
Return Receipts				Various Registry Receipts 1990 to 1995 of employees.
Union	Letters	CJT	Fred Blow - MCEA	Letter of CJT dtd 12/18/96 responding to request for accommodation for one of the rooms downstairs and to contact Bettie for future reservation. Same letter to Ms. Sue Esty of AFSCME and Ms. C, McCann of MD Professional Employees Council.

Union	Letter	Floyd Warren	Sec. L. Riley	Letter dtd 2/24/97 of Business Agent Mr. Warren to Sec. Riley requesting to hold a Teamster Day here in the agency.
Unemployment Insurance	Memo, Letter & Fax	Michael A. Glass  DLLR CJT	Personnel Directors MDA Michael Glass	Memo of Michael A. Glass dtd 6/20/96 to Personnel Directors re Unemployment Insurance Claims Management - they are contacting the office directly in response to claims filed by former employees and that the Dept. of Personnel's unemployment insurance claims unit has been abolished and they will no longer review claims or provide any services Letter from DLLR dtd 8/2/96 to MDA confirming agency's address above; FAX dtd 8/13/96 to Michael Glass enclosing Statement of Assessment and Check sent by CJT.
Transfer of Position from Salisbury to Frederick	Memo	Dr. Roger Olson	CJT	Request dtd 11/8/96 for immediate transfer of some positions from Salisbury Lab to Frederick Lab: Lab. Scientist II and Microbiology positions. Justification to this request was attached.
Task Force on Program Equity	Memo	Vivian Ferebee Director MBE/EEO Division	MD Task Force on Program Equity	Memo dtd 10/29/00 informing members that there will be an urgent meeting on 11/8/96.

Sick Leave Log	Letter Memo	CJT CJT	Asst. Secretaries	Letter dtd 11/3/94 re Employee Sick Leave Counseling. Reported that Legislative Audit cited the Agency for not having a procedure in conducting sick leave counseling. CJT also said in order to correct the problem Personnel in conjunction with Data and Fiscal Services has designed a computer program to track document both sick leave occurrences and counseling. He also explained further the procedures. Memo dtd 11/17/96 attaching a second run of the Agency's sick leave/counseling report.
Sigma Data System	Letter	Mr. Ken Hirsh, Account Executive	CJT	Letter dtd 5/19/97 offering Sigma Data Software.
State Use Ind.	FAX	State Use	C. Jenkins	Fax cover dtd 3/3/97; Pages 1 & 2 are lists of various standard and personnel forms.
Signature Cards				Xerox copy of signature cards of Dr. C. Puffinberger dtd 8/5/97 and D. Wilson dtd 7/30/97.
Staff Meetings				A copy of Meeting Agenda for 4/3/97 staff meeting (Personnel) and CJT's meeting notes.
Reclass Memo	Memo	L. Corriveau	H. Kanarek	Memo dtd 9/6/96 regarding Reclass Request of Dana Faulcon's Position - returning to H. Kanarek the PD for completion.
Work Study	Work Study Employment Application			Work Study Employment Application dtd 8/20/97 of Stacey Haley for clerical position.

United Cerebral Palsy				United Cerebral Palsy form signed by Joseph Offoha dtd 1/17/96 in favor of former employee Kenneth Butcher regarding Butcher's qualifications.
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Attachment to Records Transmittal January 31, 2003

**BOX NO. 6 - JANUARY 31, 2003**

Abolished position  
Above Base  
Coollective Bargaining  
Compressed Time  
Computer Information  
Contractual Information  
CYA Documents  
Department Codes  
Directions  
Disciplinary Actions  
Driver's Licenses - MDA Employees  
EEO Class Plan  
Employee Release  
End of Employment  
Exit Interview Questions  
Federally Financed Positions  
FMLA  
Forms-Bank  
Health Booklets  
Leave  
MFR  
Minor Employment  
MS 22

MS-310  
NCP  
OPSB Personnel Memos  
Orientation  
Pan Plan Amendment  
PEP Training  
Personnel Issues (MD)  
Phone (Instructions)  
Record Retention - List 1  
Recruitment  
Recruit & Select - outside "Skill  
Professional" category  
Regulations  
Retirement  
Salary  
Specifications  
Suspension Information  
Teleworking  
Temporaries  
Testing  
Unemployment Information  
Vacancy

**BOX NOS. 1 - 5 - CONTAIN TESTING RECORDS AND INFO FILES - 1999**



**BOX NO 6**

Action Code List -1996  
Allegations - Ann Simmons 1996  
Agency Position -1996  
Agency Complainant (J. Hatkin)-1996  
Assessments for Unemployment Ins. - 1996  
Contractual Misc. - 1999  
Contractual Employees Timesheets  
Citation and Notification of Penalty 1997  
Steven Connelly - 1996  
HB 774 Correspondence 1996  
Theresa Howard v. Bowie State Univ. et al 1996  
Position situations 1997  
PAC Meeting - 1998  
Personnel Reform Act Correspondence - 1996  
New Competitive Promo List 1997

## NO.7 - STORAGE BOX -

### CAT'S Old Files

Unit Number w/ 1997 Budget Papers  
New Competitive Promotion 1977  
Personnel Reform Act Correspondence 1996  
PAC Meeting 1998  
Position Situation  
Howard Theresa vs. Bowie State of MD 1996  
1996 File on HB 774 Correspondence  
Steven Connelley  
1997 Citation & Notification of Penalty  
Copies of Contractual Employees Timesheets  
Contractual Miscellaneous  
Classification Contract 1996  
Allegation 1996  
Action Code List 1997

### Medical Files - See List below

Last Name	First Name	Latest Date of Medical Slip
Albright	Ana Margaret	4/93
Alemi	Mehran	10/95
Allen	Lou Ann	1/93
Beck	George	1/96
Beilman	Sandra	4/93
Boone	Anthony	6/92
Boose	Leila	11/94
Brown	Maria	3/95
Butera	Guy	10/91
Canter	Edmond	4/86
Carreras	Francisco	9/81
Carter	William	5/92
Carter	Robert	6/93
Cassy	Siobhan	8/87
Clark	June	3/90
Clark	Shirley	4/95
Coleman	Chanders	7/89
Comegys	Henry	4/86
Condon	James	2/86

Connelley	Stevens	6/87
Duck	Magdalena	8/91
Edwards	Bruce	3/87
Emge	Donna	4/85
Exner	Alice	10/94
Farmer	Charles	12/89
Fletcher	Thomas	12/85
Gordon	Dan	5/87
Gray	Sarah	3/85
Green	David	12/85
Groton	Bennett	5/87
Hall	James	12/87
Hall	Paul	6/67
Harrison	Suzanne	7/94
Harshman	Richard	1/81
Heckert	Robert	8/91
Heider	David	10/82
Heinard	Terry	1/91
Hill	Leisa	10/89
Hornes	Darlene	9/91
Howard	Kenneth	4/94
Jackson	Terry	1/87
Jones	Kevin	8/84
Lee	Gloria	9/88
Lillard	Elizabeth	11/91
Mack	Valerie	8/92
Magaleski	Joseph	7/84
Mease	William	6/93
Miller	Donna	9/71
Mundel	Denise	1/89
Naegele	John	1/83
Nagara	Kuppe	4/94
Neal	Alonzo	10/95
Nellenbach	Leon	5/92
Nellenbach	Barry	2/94
Newton	Bonnie	9/92
Oliver	Carolyn	1/93
Ordway	Elaine	3/85
Padgett	Wanda	7/83
Painter	Shirley	4/92
Parks	Archibald	4/85
Pauler	Rudolf	2/87
Payne	William	7/94
Pierson	George	7/89
Rawls	John	11/91
Reinohl	Joann	9/66
Resh	Patrice	8/92
Rezendes	Susan	8/87
Rhodes	Thomas	3/90
Robinson	Bret	5/92

Robinson	Janet	1/91
Roche	George	3/93
Schwallenberg	Frederick	11/89
Smith	Carol	11/91
Spinner	Tammy	11/85
Sumpter	Jeanne	5/81
Sweeney	Kevin	10/84
Tatman	Kathleen	10/92
Tharpar	Nirwan	3/88
Thomas	Theodore	1/94
Veneda	Marco	8/86
Voss	James	1/85
Walker	Robert	4/91
Waller	Marlene	3/90
Webberking	Eric	9/85
White	Patricia	3/76
Williams	Nancy	7/90
Wingate	Larry	4/92
Woodty	Dewey	3/93
Wyatt	Henry	10/56 (3 pcs. doc. all dated 10/56)
Zimmerman	Carol	6/68

fmc/11/26/02

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 Department of Agriculture		ACCESSION NO.  <b>03W11069</b>	DATE REC'D <b>6-5-03</b>
B. DIVISION/UNIT Human Resource Office			RM CODE <b>01.01</b>
C. MAILING ADDRESS 50 Harry S. Truman Parkway Annapolis, MD 21401 - <i>Rm. 320</i>		LOCATION - RANGE SECTION(S) <b>35 21</b>	NO. OF CU. FT. <b>10</b>
D. PHONE NO. 410-841-5900		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Brenda <del>Hatridge</del> <i>Alexander</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
#1	Closed Recruitment - List Attached	2094 #6 January 2006
#2	Closed Recruitment - List Attached	2094 #6 January 2006
#3	Closed Recruitment - List Attached	2094 #6 January 2006
#4	Closed Recruitment - List Attached	2094 #6 January 2006
#5	Employees Personnel Files and Financial Disclosures -List Attached	2094 #1 January 2006
#6	Collective Bargaining Files - List Attached	2094 #1 January 2006
#7	Miscellaneous Personnel Files - See Attached List	2094 #1 January 2006
#8	Closed Recruitment - List Attached	2094 #6 January 2006
#9	Closed Recruitment - List Attached	2094 #6 January 2006
#10	In-active Personnel Files (SKS); D. Tibbets; J. Hanson and Santana	2094 #3 January 2006

*L. Bryant*  
**4/12/06**

Attachment to Record Transmittal January 31, 2003

**BOX NO. 1**

Animal Autopsy Technician (11/10/99)  
Adm. Specialist II (HRO) -(4/15/99)  
Adm. Specialist III - Animal Health (7/22/99)  
Computer Info. Services Specialist I (9/28/99)  
Data Base Specialist I (Res. Cons.) (3/22/99)  
Entomologist III (Plant Prot.) 2/10/99  
Fiscal Specialist III - W. Marte (transferred) 12/2/99 (3 in a folder of Fiscal Spec. I)  
Nutrient Management - Admin. I (Res. Cons.) 2/2/99  
Fiscal Clerk II - Ag Land - 4/20/99  
Administrative Specialist II - 3/8/99 (Personnel Services)

**BOX NO. 2**

Nutrient Management Spec. I (Res. Cons) 3/31/99  
Nutrient Management Spec. III 7/28/99  
Office Secretary I (Plant Prot.) 7/8/99  
Office Secretary II - Ag Land & Nutrient Management 6/8/99  
Office Secretary I MACS 11/18/99  
Office Secretary I Mosquito Control (Riverdale) 2/17/99  
Office Secretary II Nutrient Management (2<sup>nd</sup> Set) 6/8/99  
Office Secretary II 60% St. Mary's Co. 2/19/99  
Agri. Inspector II Weights & Measures (PG Co.) 9/29/99  
Folder 1999  
Contractuals Folder  
Animal Autopsy Technician -College Park  
Agric. Inspector I - Pest Survey  
Ag. Lab Scientist -College Park  
Adm. Specialist III - Contractual Conversion

### **BOX NO. 3**

Office Secretary II - Salisbury (Animal Health - 1/4/99  
Office Secretary II 60% - St. Mary's Co. (2 Folders) 1/11/99  
Soil Conservation Associate II Kent Co. - 11/10/99  
Soil Conservation Associate II - Talbot Co. 11/22/99  
Res. Conservation Supervisor - Worcester Co. 10/6/99  
Soil Conservation Planner II - Charles Co. 2/1/99  
Soil Conservation Planner II - Frederick/Catoctin 12/13/99  
Soil Conservation Associate II - Frederick 11/29/99  
Nutrient Management Specialist II (Annapolis 10/14/98 (used in Interview of 12/27/99)  
Soil Conservation Associate II - Carroll Co. 11/22/99  
Soil Conservation Planner II - Harford Co. - 12/15/99  
Soil Conservation Planner II - Frederick-Catoctin - 12/13/99  
Soil Conservation Associate II - Harford Co. 11/15/99  
Soil Conservation Planner II - Dorchester Co. 12/14/99  
Soil Conservation Planner III - Calvert Co. - 2/23/99  
Soil Conservation Planner II - Annapolis 12/02/99  
Soil Conservation Associate II - Dorchester Co. - 11/16/99

### **BOX NO. 4**

Soil Conservation Planner II - Howard Co. 12/17/99  
Soil Conservation Planner II - Kent Co. 12/20/99  
Soil Conservation Planner III - Frederick Area - 3/5/99  
Soil Conservation Associate II - Wicomico - 11/24/99  
Soil Conservation Specialist IV - Annapolis - 12/2/99  
Soil Conservation Associate II - Washington Co. 12/6/99  
Soil Conservation Planner III - Prince Frederick 9/24/99  
Soil Conservation Associate II - Howard Co. 11/17/99  
Soil Conservation Planner III - Caroline Co. 9/29/99  
Soil Conservation Specialist IV - Contractual Annapolis 12/7/99 & 1/19/99  
Soil Conservation Planner III Westminster 9/23/99  
Soil Conservation Planner III Frederick 8/20/99  
Statistical Asst. II - Annapolis 12/22/99  
Weed Control Spec. II - Frederick Ext. 9/30/99  
Agri. Commodity Grader Trainee - Cecil Co. 8/28/99  
Ag Lab Scientist II Micro - Frederick  
Soil Conservation Planner II - Washington Co. 12/10/99  
Ag Marketing Specialist III - Annapolis 4/1/99  
Account Auditor IV-Fiscal (closed on 9/22/99)  
Admin. Officer III Nutrient Management 10/5/99  
Soil Conservation Associate II - Charles Co. 11/17/99

Attachment to Record Transmittal January 31, 2003

**BOX No. 5**

Former Employees Personnel Files (1997)

Saint Kammefa Ann White  
Milton Zucker  
Calvin L. Massey  
Wanda Hill  
Terry Reinard  
Chanta S. General  
Susan L. Fischer  
June Degraft-Handson  
R. John Dixon  
Ali A. Alemi

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Financial Disclosure 1995-1996  
Financial Disclosure Add & Delete

**BOX No. 6**

CJT File on CBA 1996

Mikki Hagues  
Copies of roll calls  
Bargaining Packet Folder  
MDA classification re bargaining  
Folder - Non Exempt - Exempt



**BOX NO. 7**

Training Invoices	1995
Staffing Services Invoices	1995
Subscription Invoices	1995
Traioning Invoices	1996
Notary Public Invoice	1995 & 1996
Video File	
Unemployment Insurance	
Invoices (June-December)	1998
Purchase Orders	1998
Staffing	1998-99
Marlie Morsel	
Office (June-May	
Forms (Team Awards -Outstanding Employees)	
Expense Account	
Financial Disclosure	
Advertising	1997
Lay-Off	1997
Abolished/Lay/offs	1997
Sick Leave	1997
Entomologist III - Lay off	1997
Vacancies (11-7-96)	
Central Services - Withdrawal/Requisition	
Office Equipment/Supplies	1997
Expense Reports	1997
Barbara McMillan's Invoices	
Advertising	
Expense Accounts	1996
Purchase Orders	7/95-7/96
State Personnel Mgmt System	
Performance Act of 1996	
Files to Storage	7/95
Gasoline Service Cards	
MDA I.D. Cards	
Advertising Invoices	1995
Staffing	1997
Subscriptions	1997
Training & Reservations	1996
Office Equipment & Supplies	1996
Staffing Services	1996
Subscriptions, Dues, Publications	1996
Office Equipment-Inv. Supplies	1995
Employee Time Sheets	

Maryland Department of Agriculture  
Office of Human Resource  
Closed Recruitment – Box 8 1998

FOLDERS

Public Affairs Officer II - Executive Direction, Annapolis	1998
Service Worker I - Central Services, Annapolis	1998
Soil Conservation Engineering Technician - Resource Conser., Caroline County	1998
Soil Conservation Associate II	- Frederick County 1998
	- Charles County 1998
	- Carroll County 1998
	- Worcester County 1998
	- Frederick County 1998
	- Washington County 1998
Soil Conservation Planner II	- St. Mary's County 1998
	- Frederick County 1998
	- Worcester County 1998
	- Prince George's County 1998
	- Calvert County 1998
	- Carroll County 1998
	- Howard County 1998
	- Cecil County 1998
Resumes No Interviews	
Volunteers	

Maryland Department of Agriculture  
Office of Human Resource  
Closed Recruitment – Box 9 1998

FOLDERS

Former MD Dept. of Natural Resources Employees	1997
Lab Helper - Animal Health, College Park	1997
Metrologist - Weights & Measures	1997
Administrator I - Executive Direction	1998
Administrative Specialist III - Contractual, Resource Cons., Annapolis	1998
Administrative Officer - Contractual, Resource Cons	1998
Ag. Marketing Specialist III - International Marketing	1998
Animal Autopsy Technician - Animal Health	1998
Chemist II - State Chemist, Centreville	1998
Computer Network Specialist Trainee - I.T. Services, Annapolis	1998
Data Base Specialist I - I.T. Services	1998
D.P. Programmer Analyst III	1998
D.P. Tech Support Specialist Trainee	1998
Entomologist III - Plant Protection & Weed Mgmt., Annapolis	1998
Lab Scientist I - Contractual, College Park	1998
Lab Technician I, General - Animal Health, College Park	1998
Metrologist I - Weights & Measures, Annapolis	1998
Nutrient Mgmt. Specialist I - Resource Conser., Frederick	1998
Office Secretary II, General - Resource Conser., Salisbury	1998
Office Secretary III, General - Central Services, Annapolis	1998

**BOX NO. 10 (personnel files)**

Shirley Painter  
Saint Kammefa A. White Saint (SKS)

SKS - OAH  
SKS- GRIEV  
SKS- CIRCUIT  
SKS- PERS 1987-89  
SKS- PERS -1990  
SKS-PERS-1991  
SKS-PER-1992  
SKS-EEOC  
SKS-MCHR

DAVID TIBBETS - ACTING CAPACITY  
JUNE DEGRAFT HANSON- CHARGES AND REMOVAL  
SANTANA- COMPLAINT OF SOLICITATION BY MDA EMPLOYEES

410 799 8532

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
STATE RECORDS CENTER  
P.O. BOX 275  
JESSUP, MARYLAND 20794-0275  
410-799-1379

December 14, 2005

**RECEIVED**

01.01  
MS. BRENDA C. ALEXANDER  
DEPT. OF AGRICULTURE  
50 HARRY S. TRUMAN PKWY.  
ANNAPOLIS, MD 21401

JAN 3 2006

DEPT. OF AGRICULTURE  
CENTRAL SERVICES

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 January 13, 2006. 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,

01.01

*Gabriel Lopez*  
Gabriel Lopez  
Records Center Manager

Accession No.	Range	Section	No. of Co. R.
03W 1068	22	31	7
03W 1069	35	21	10

Please do not destroy until our office has time to review records next week and will notify of disposal date. Thank you.

DGS 550-7

Page No. 1  
11/29/05

AGENCY HOLDINGS IN RECORDS CENTER

ACCESSION NO.	NO.	CUBIC FEET	RANGE	SECTIONS	SCHEDULES	ITEMS	DISP
** RECORD MANAGEMENT CODE 01.01							
03W1067		10	39	08	1679	2	1/06
03W1068		7	22	31	2094	1,4,5	1/06
03W1069		10	35	21	2094	1,3,6	1/06
** Subtotal **		27					

Can be destroyed  
3/23/06  
BCA

RECEIVED

JAN 3 2006

DEPT. OF AGRICULTURE  
CENTRAL SERVICES



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. University of Md. Balto.		ACCESSION NO. 03W406	DATE REC'D 12-31-02
B. DIVISION/UNIT Human Resources		LOCATION RANGE SECTION(S) 14 15	RM CODE 28.01.05.01
C. MAILING ADDRESS 737 W. Lombard St. Balto. Md. 21201		NO. OF CU. FT. 8	
D. PHONE NO. 410-706-7171		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Kathleen Slack		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	See attached list - 2002 3 years	Sche No. 1636 Item # 1 Dec. 2005 - Jan. 2006	



Number of Boxes	Contents	Destroy Date
/ - 8	Applications & Secretarial Testing 2002	2005



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. Charles County Community College		<b>Accession No.</b>  00W57	<b>Date Rec'd</b> 8-3-99
<b>B. Division/Unit</b> Human Resources Office (HRD)		<b>Location</b> <b>Range</b> <b>Section(s)</b>	<b>RM Code</b> 28.03.01
<b>C. Mailing Address</b> P O Box 910, 8730 Mitchell Road La Plata, MD 20646-0910		9      1	1
<b>D. Phone No.</b> (301) 934-7722 (Pam Starkey)		<b>Records Center Manager</b> <i>L. Bryant</i> 05-8-08	
<b>E. Agency Official</b> Shirley Williams, Human Resources Officer		<b>To Be Completed At</b> <b>State Records Management Center</b>	
<b>2. Box Numbers</b>	<b>3. Description of Records with Inclusive Dates</b>	<b>Disposal Authority</b> Schedule, Item No. Disposal Date	
1	Permanent Personnel Records - 1995 (1/95 - 12/95)	Schedule #1530 Item #1 Disposal - 1/06	



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> 1. Anne Arundel Community College		<b>ACCESSION NO.</b>  04W/488	<b>DATE REC'D</b> 11-26-03
<b>B. DIVISION/UNIT</b> Bookstore			<b>RM CODE</b> 28.03.02
<b>C. MAILING ADDRESS</b> 101 College Parkway Arnold, MD 21012		<b>LOCATION</b> <b>RANGE</b> 27 <b>SECTION(S)</b> 9	<b>NO. OF CU. FT.</b> 1
<b>D. PHONE NO.</b> 410-777-2549-Records Retention 410-777-2651-Bookstore		<b>RECORDS CENTER MANAGER</b> <i>A. Bryant</i> 3-8-06	
<b>E. AGENCY OFFICIAL</b> Robert O. Felter, Records Retention Steven Pegg, Manager of Bookstore		<b>TO BE COMPLETED AT</b> <b>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	Cash Register Reports/Credit Card Receipts; 7/1/2002-8/1/2002 .....	Sch. 1916; Item 2 disposal 8/31/2005  1/06	

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. Anne Arundel Community College		ACCESSION NO. <b>04W489</b>	DATE REC'D <b>11-26-03</b>
B. DIVISION/UNIT Financial Aid, Veteran, and Scholarships Office		LOCATION RANGE SECTION(S) <b>50 31</b>	RM CODE <b>28.03.02</b>
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012			NO. OF CU. FT. <b>9</b>
D. PHONE NO. (410) 777-2204		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Robert O. Felter, Records Officer Richard Heath, Director of Fin. Aid		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	Student Loans FY95; ACH-CAR; 7/1/94-6/30/95; 1 of 9	Sch.1920; Item 4 disposal 10/1/2005
2	Student Loans FY95; CAR-DVE; 7/1/94-6/30/95; 2 of 9	Sch.1920; Item 4; disposal 10/1/2005
3	Student Loans FY95; DUN-HAL; 7/1/94-6/30/95; 3 of 9	Sch.1920; Item 4; disposal 10/1/2005
4	Student Loans FY95; HAM-LAM; 7/1/94-6/30/95; 4 of 9	Sch.1920; Item 4 disposal 10/1/2005
5	Student Loans; LAS-OLI; 7/1/94-6/30/95; 5 of 9	Sch.1920; Item 4; disposal 10/1/2005
6	Student Loans FY95; Loans, PAN-SAW, 7/1/94-6/30/95 6 of 9	Sch.1920; Item 4 disposal 10/1/2005
7	Student Loans FY95; SCH-VRE; 7/1/94-6/30/95; 7 of 9	Sch.1920; Item 4 disposal 10/1/2005
8	Student Loans FY95; Wak-Zug, 7/1/94-6/30/95; 8 of 9	Sch.1920; item 4; disposal 10/1/2005
9	Student Loans FY95; loan ledgers FY92, 93, 94, & 95; 9 of 9 7/1/94-6/30/95	Sch.1920; Item 4 disposal 10/1/2005

Jan. 2006

Disposal  
3-8-06  
A

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

<b>A. AGENCY</b> 1. Anne Arundel Community College		<b>ACCESSION NO.</b>  04W490		<b>DATE REC'D</b> 11-26-03	
<b>B. DIVISION/UNIT</b>  Facilities		<b>LOCATION</b> <b>RANGE</b> 27 <b>SECTION(S)</b> 9		<b>RM CODE</b> 28.03.02	
<b>C. MAILING ADDRESS</b> 101 College Parkway Arnold, MD 21012				<b>NO. OF CU. FT.</b> 2	
<b>D. PHONE NO.</b> 410-777-2549 Records Retention 410-777-2821-Event Planning&Management		<b>RECORDS CENTER MANAGER</b>  [Signature] 3896			
<b>E. AGENCY OFFICIAL</b> Robert O. Felter, Records Retention Peter Kaiser, Mgr. Event Planning&Mgmt.		<b>TO BE COMPLETED AT</b> <b>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	Facilities Use Forms for 2000.....	Sch.1914, Item 7 disposal 7/1/2005			
2	Facilities Use Forms for 2000.....	Sch 1914 Item 7 disposal 12/1/2005  Jan. 2006			

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> 1. Anne Arundel Community College		<b>ACCESSION NO.</b> <i>04W/2491</i>		<b>DATE REC'D</b> <i>11-26-03</i>	
<b>B. DIVISION/UNIT</b> Continuing Education/IRESL		<b>LOCATION</b> RANGE SECTION(S) <i>27 9</i>		<b>RM CODE</b> <i>28.03.02</i>	
<b>C. MAILING ADDRESS</b> 101 College Parkway Arnold, MD 21012				<b>NO. OF CU. FT.</b> <i>2</i>	
<b>D. PHONE NO.</b> Robert O. Felter, Records Officer, 410-777-2549 Laura Weidner-Dir. IRESL, 410-777-2662		<b>RECORDS CENTER MANAGER</b> <i>3-8-06 [Signature]</i>			
<b>E. AGENCY OFFICIAL</b> Robert O. Felter, Records Officer Laura Weidner, Dir. IRESL		<b>TO BE COMPLETED AT</b> <b>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	Class Files, 1/2000-12/2000, IRESL, box 1 of 2.....	Sch. 1927, item#6 disposal 12/1/2005			
2	Class Files, 1/2000-12/2000, IRESL, box 2 of 2 .....	Sch. 1927, item#6 disposal 12/1/2005  <i>Jan. 2006</i>			



DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Anne Arundel Community College		ACCESSION NO. <b>04W492</b>		DATE REC'D <b>11-26-03</b>
B. DIVISION/UNIT Bookstore		LOCATION RANGE SECTION(S) <b>50 31</b>		RM CODE <b>28.03.02</b>
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		NO. OF CU. FT. <b>1</b>		
D. PHONE NO. 410-777-2549 Records Retention 410-777-2651 Bookstore		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Robert O. Felter, Records Retention Steven Pegg, Manager of Bookstore		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	Cash Register Reports/Credit Card Receipts; 9/1/2002-12/1/2002 .....	Sch. 1916; item 2 disposal 12/31/2005  <i>Jan. 2006</i>  <i>Disposed</i> <i>3-8-06</i> <i>[Signature]</i>



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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Howard Community College		ACCESSION NO. <b>04W353</b>		DATE REC'D <b>11-3-03</b>	
B. DIVISION/UNIT Human Resources				RM CODE <b>28.03.03</b>	
C. MAILING ADDRESS 10901 Little Patuxent Parkway Columbia, MD 21044		LOCATION RANGE SECTION(S) <b>40 11</b>		NO. OF CU. FT. <b>5</b>	
D. PHONE NO. 410-772-4817		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL Todd Allen		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
87	Resumes #0825 - #0835 12/98 - 2/99	Schedule #1861 Item #5
88	Resumes #0836 - #0841 2/99 - 2/99	Destroy: 12/2005
89	Resumes #0842 - #0862 2/99 - 4/99	<del>12/2005</del>
90	Resumes #0862 - #0875 4/99 - 5/99	<del>12/2005</del>
91	Resumes #0875 - #0913 5/99 - 7/99	<del>12/2005</del>
		Jan. 2006
		Disposed 3-8-06

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. HOWARD COMMUNITY COLLGE		ACCESSION NO. <b>04W355</b>	DATE REC'D <b>11-3-03</b>
B. DIVISION/UNIT HUMAN RESOURCES		LOCATION RANGE SECTION(S) <b>40 11</b>	RM CODE <b>28.03.03</b>
C. MAILING ADDRESS 10901 LITTLE PATUXENT PARKWAY COLUMBIA, MD 21044			NO. OF CU. FT. <b>1</b>
D. PHONE NO. 410-772-4817		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL TODD ALLEN		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	
97	EEO'S #0861 - #0919 5/99 to 8/99	Schedule # 1861 Item # 11  Jan. 2006  <i>Disposedy</i> <i>3-8-06</i> <i>Q</i>	

32.02	DJJ	<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			
Department of Juvenile Justice Office Of Personnel Management			
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.				
02W555	Personnel Files	1255	1	1995	5	1/2006	RECYCLE
02W558	SPP Contracts	1255	1	1996	4	1/2006	RECYCLE
02W565	OPM Transmittals	1255	1	1995	2	1/2006	RECYCLE
02W566	Eligible Lists	1255	1	1995	3	1/2006	RECYCLE
02W567	SPP Contracts	1255	1	1995	3	1/2006	RECYCLE

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

Charlie P Lopez Signature DGS 550-2 (Rev. 1/93)	Records Center Manager Title	June 30, 2006 Date
---	---------------------------------	-----------------------

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

Instructions: Please Type Or Print Clearly All Entries


1. Agency Department of Juvenile Justice	Accession No. <div style="font-size: 1.5em; font-family: cursive;">02W555</div>	Date Rec'd <div style="font-size: 1.2em; font-family: cursive;">12-3-01</div>
2. Division/Unit Office of Personnel Management	Location Range                      Section(s) <div style="font-size: 1.5em; font-family: cursive;">51                      6</div>	RM Code <div style="font-size: 1.2em; font-family: cursive;">32.02</div>
3. Mailing Address 120 W. Fayette Street Baltimore, MD 21201	No. of Cu. Ft. <div style="font-size: 1.5em; font-family: cursive;">5</div>	
4. Phone No. (410) 230-3461	Records Center Manager	
5. Agency Official Marsha Allender	To Be Completed At State Records Management Center	

Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	1995 Personnel Files                      A   -   B	1255-1
2	"   "   "                      C   -   G	<div style="font-size: 1.2em; font-family: cursive;">12/ 2005</div>
3	"   "   "                      H   -   N	<div style="font-size: 1.2em; font-family: cursive;">Jan- 2006</div>
4	"   "   "                      O   -   S	"
5	"   "   "                      T   -   W	"
		<div style="font-size: 1.5em; font-family: cursive; transform: rotate(-15deg);">           Disposed            3-8-06         </div>

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

Instructions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. Department of Juvenile Justice	<b>Accession No.</b> <div style="font-size: 1.5em; font-family: cursive;">02W/558</div>	<b>Date Rec'd</b> <div style="font-size: 1.2em;">12-3-01</div>
		<b>RM Code</b> <div style="font-size: 1.2em;">32-02</div>
<b>3. Division/Unit</b> Office of Personnel Management	<b>Location</b> <div style="display: flex; justify-content: space-around;"> <span>Range</span> <span>Section(s)</span> </div>	<b>No. of Cu. Ft.</b>
<b>C. Mailing Address</b> 120 W. Fayette Street Baltimore, MD 21201	<div style="display: flex; justify-content: space-around; font-size: 2em; font-family: cursive;"> <span>43</span> <span>8</span> </div>	<div style="font-size: 3em; font-family: cursive;">4</div>
<b>D. Phone No.</b> (410) 230-3461	<b>Records Center Manager</b>	
<b>E. Agency Official</b> Marsha Allender	<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
1	1996 SPP Contracts	
2	" " "	
3	" " "	
4	" " "	
	A-F1 Fo-K L-Sh Si-Y	<div style="text-align: right;">1255-1</div> <div style="font-size: 1.2em; font-family: cursive;">12/2006</div> <div style="font-size: 1.5em; font-family: cursive; transform: rotate(-10deg);">             Jan. 2007           </div> <div style="font-size: 1.5em; font-family: cursive; transform: rotate(-10deg);">             Disposed              3-8-06           </div> <div style="font-size: 2em; font-family: cursive; transform: rotate(-10deg);">  </div>

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

Instructions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. Department of Juvenile Justice	<b>Accession No.</b> <div style="font-size: 1.5em; font-family: cursive;">02W565</div>	<b>Date Rec'd</b> <div style="font-size: 1.2em;">12-3-01</div>
		<b>RM Code</b> <div style="font-size: 1.2em;">22.02</div>
<b>B. Division/Unit</b> Office of Personnel Management	<b>Location</b> <div style="display: flex; justify-content: space-between;"> <span>Range</span> <span>Section(s)</span> </div>	<b>No. of Cu. Ft.</b>
<b>C. Mailing Address</b> 120 W. Fayette Street Baltimore, MD 21201	<div style="display: flex; justify-content: space-between;"> <span style="font-size: 2em;">51</span> <span style="font-size: 2em;">6</span> </div>	<div style="font-size: 2em;">2</div>
<b>D. Phone No.</b> (410) 230-3461	<b>Records Center Manager</b>	
<b>E. Agency Official</b> Marsha Allender	<b>To Be Completed At</b> State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
<div style="font-size: 1.2em;">1</div> <div style="font-size: 1.2em;">2</div>	<div style="font-size: 1.2em;">1995 OPM Transmittals</div> <div style="font-size: 1.2em;">" " "</div> <div style="font-size: 1.2em;">Area I-Schaefer Transportation-Youth Center</div>	<div style="font-size: 1.2em;">1255-1</div> <div style="font-size: 1.2em;">12/2005</div> <div style="font-size: 1.2em;">Jan. 2006</div> <div style="font-size: 1.5em; font-family: cursive;">Disposed</div> <div style="font-size: 1.2em;">3-8-98</div> <div style="font-size: 2em; font-family: cursive;">Q</div>



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

Instructions: Please Type Or Print Clearly All Entries

Agency Department of Juvenile Justice	Accession No.  02W566	Date Rec'd 12-3-01 RM Code 32.02
Division/Unit Office of Personnel Management	Location Range                  Section(s)  51                      6	No. of Cu. Ft.  3
Mailing Address 120 W. Fayette Street Baltimore, MD 21201	Records Center Manager	
Phone No. (410) 230-3461	To Be Completed At State Records Management Center	
Agency Official Marsha Allender		

Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	1995 Eligible Lists	1255-1
2	" " "	12/ 2005
3	" " "	Mech. Sr.
		Jan. 2006  <i>Disposal</i> 3-8-06 

E

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

ctions: Please Type Or Print Clearly All Entries

1. Agency Department of Juvenile Justice		Accession No. <b>02W567</b>	Date Rec'd <b>12-3-01</b>
			RM Code <b>32-02</b>
3. Division/Unit Office of Personnel Management		Location Range Section(s)	No. of Cu. Ft.
2. Mailing Address 120 W. Fayette Street Baltimore, MD 21201		<b>51</b> <b>6</b>	<b>3</b>
2. Phone No. (410) 230-3461		Records Center Manager	
3. Agency Official Marsha Allender		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	1995 SPP Contracts	
2	" " "	A-G
3	" " "	H-P
		Ra-Y
		1255-1
		2005
		Jan. 2006
		Disposed 3-8-06
		(M)

07.03.02	MSDE	<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			
Department of Education Certification & Accreditation			
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.				
02W120	Certification & Accreditation	1994	4	1928 - 1933	1	1/2006	RECYCLE
02W121	Certification & Accreditation	1994	4	1928 - 1933	2	1/2006	RECYCLE
02W122	Certification & Accreditation	1994	4	1928 - 1933	2	1/2006	RECYCLE
02W123	Certification & Accreditation	1994	4	1928 - 1933	3	1/2006	RECYCLE
03W893	Certification & Accreditation	1994	4	1928 - 1933	4	1/2006	RECYCLE
04W151	Certification & Accreditation	1994	4	1928 - 1933	3	1/2006	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	January 30, 2006 Date
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**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>36.01.01 Education</b>		ACCESSION NO.  <b>02W120</b>	DATE REC'D <b>9/19/01</b>
B. DIVISION/UNIT <b>Certification &amp; Accreditation</b>			RM CODE <b>07.03.02</b>
C. MAILING ADDRESS <b>200 West Baltimore Street Baltimore, MD 21201</b>		LOCATION RANGE SECTION(S) <b>12 5</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. <b>(410) 767-0420</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>Ruth Johnson/Mary Washington</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	
Box 1 A - Y	AGE GROUP <b>1928-1933</b>  EXPIRATION DATE <b>Miscellaneous Dates</b>	Schedule 1994 Item #4 Retain Until <b>1/24/06</b>  <b>L.B.</b>	

E

A. AGENCY 1. 36.01.01 Education	ACCESSION NO. 02W121	DATE REC'D 9-19-01
B. DIVISION/UNIT Certification & Accreditation		RM CODE 07.03.02
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201	LOCATION RANGE SECTION(S) 27 3	NO. OF CU. FT. 2
D. PHONE NO. (410) 767-0420	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Johnson/Mary Washington	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<p>Box 1 A-J</p> <p>Box 2 K-Z</p>	<p>AGE GROUP 1928-1933</p> <p>EXPIRATION DATE 1996</p>	<p>Schedule 1994 Item #4 Retain Until 1/2006</p> <p><i>L.B.</i></p> <p><i>4/21/06</i></p>

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01 Education		ACCESSION NO. 02W/122		DATE REC'D 9-19-01
B. DIVISION/UNIT Certification & Accreditation				RM CODE 07.03.02
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201		LOCATION RANGE SECTION(S) 35- 13		NO. OF CU. FT. 2
D. PHONE NO. (410) 767-0420		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Ruth Johnson/Mary Washington		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 1 A - L  Box 2 M - Y	AGE GROUP 1928-1933  EXPIRATION DATE 1998			Schedule 1994 Item #4 Retain Until 1/2006  R. B. Y25/06.

RECORDS TRANSMITTAL AND RECEIPT

A. AGENCY 1. 36.01.01 Education	ACCESSION NO. 02W1123	DATE REC'D 9-19-01
B. DIVISION/UNIT Certification & Accreditation		RM CODE 07.03.02
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201	LOCATION RANGE SECTION(S) 35 32	NO. OF CU. FT. 3
D. PHONE NO. (410) 767-0420	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Johnson/Mary Washington	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

TO BE COMPLETED AT  
STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DIS. CODE FROM SCHEDULE, ITEM NO., DISPOSAL DATE

Schedule 1994  
Item #4  
Retain Until  
1/2006

L.B.  
1/25/06 -

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. <b>36.01.01 Education</b>		ACCESSION NO. <b>03W1893</b>		DATE REC'D <b>4-30-03</b>
B. DIVISION/UNIT <b>Certification &amp; Accreditation</b>				RM CODE <b>07.03.02</b>
C. MAILING ADDRESS <b>200 West Baltimore Street Baltimore, MD 21201</b>		LOCATION RANGE SECTION(S) <b>142 34</b>		NO. OF CU. FT. <b>4</b>
D. PHONE NO. <b>(410) 767-0420</b>		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL <b>Ruth Johnson/Mary Washington</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																							
	<table border="1"> <thead> <tr> <th colspan="2">AGE GROUP</th> <th>EXPIRATION DATE</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Box 1</td> <td>1928 A-Z</td> <td>1999</td> </tr> <tr> <td>1929 A-Z</td> <td>1999</td> </tr> <tr> <td rowspan="2">Box 2</td> <td>1930 A-Z</td> <td>1999</td> </tr> <tr> <td>1931 A-Q</td> <td>1999</td> </tr> <tr> <td rowspan="3">Box 3</td> <td>1931 Q-Z</td> <td>1999</td> </tr> <tr> <td>1932 A-Z</td> <td>1999</td> </tr> <tr> <td>1933 A-L</td> <td>1999</td> </tr> <tr> <td>Box 4</td> <td>1933 M-Z</td> <td>1999</td> </tr> </tbody> </table>	AGE GROUP		EXPIRATION DATE	Box 1	1928 A-Z	1999	1929 A-Z	1999	Box 2	1930 A-Z	1999	1931 A-Q	1999	Box 3	1931 Q-Z	1999	1932 A-Z	1999	1933 A-L	1999	Box 4	1933 M-Z	1999	<p>Schedule 1994 Item #4 Retain Until 2006 <b>1/06</b></p> <p><i>[Signature]</i> <b>2/23/06 -</b></p>
AGE GROUP		EXPIRATION DATE																							
Box 1	1928 A-Z	1999																							
	1929 A-Z	1999																							
Box 2	1930 A-Z	1999																							
	1931 A-Q	1999																							
Box 3	1931 Q-Z	1999																							
	1932 A-Z	1999																							
	1933 A-L	1999																							
Box 4	1933 M-Z	1999																							



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. 36.01.01 Education		ACCESSION NO. 04W151		DATE REC'D 8-27-03	
B. DIVISION/UNIT Certification & Accreditation				RM CODE 07.03.02	
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201		LOCATION RANGE SECTION(S) 114 16		NO. OF CU. FT. 3	
D. PHONE NO. (410) 767-0420		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL Ruth Johnson/Mary Washington		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 1	AGE GROUP EXPIRATION DATE 1928 A-Z 2000 1929 A-Z 2000 1930 A-Z 2000			Schedule 1994 Item #4 Retain Until 2006  Jan. 2006 P. Bryant 2/22/06-	
Box 2	1931 A-Z 2000 1932 A-Z 2000				
Box 3	1933 A-Z 2000				

PAGE 1 OF 9

07.10	MSDE	<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			
Department of Education Human Resources Management Branch			
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.				
02W285	Inactive Personnel Files	1993	7-B	2000	3	1/2006	RECYCLE
04W2	Active Time Sheets	1993	7-D	2001	7	1/2006	RECYCLE

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

Charlie P Lopez Signature DGS 550-2 (Rev. 1/93)	Records Center Manager Title	January 30, 2006 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 Maryland State Department of Education		ACCESSION NO. <b>02W/285</b>	DATE REC'D <b>11-6-81</b>
B. DIVISION/UNIT Human Resource Mgmt. Branch 1st floor, Room 106			RM CODE <b>07.10</b>
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201		LOCATION RANGE <b>14</b> SECTION(S) <b>10</b>	NO. OF CU. FT. <b>3</b>
D. PHONE NO. 410-767-0018		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Barbara A. Zuby		TO BE COMPLETED BY STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
1 of 3	<u>INACTIVE PERSONNEL FILES</u> 1/1/00 - 12/31/00 (A - F)	Schedule # 1993 Item # 7B 1/1/06	
2 of 3	1/1/00 - 12/31/00 (G - M)	1/1/06	
3 of 3	1/1/00 - 12/31/00 (N - Z)	1/1/06	
<p><i>L.B.</i></p> <p><i>1/24/00</i></p>			

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 Maryland State Department of Education		ACCESSION NO. <b>04W02</b>	DATE REC'D <b>7-3-03</b>
B. DIVISION/UNIT Human Resource Mgmt. Branch 1st floor, Room 106			RM CODE <b>07.10</b>
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>52 30</b>	NO. OF CU. FT. <b>7</b>
D. PHONE NO. 410-767-0018		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Barbara A. Zuby		TO BE COMPLETED BY STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
	<u>ACTIVE TIMESHEETS</u>	<i>Sche. # 1993</i> <i>Item # 7-D</i>	
1 of 5	1/1/01 - 12/31/01 (A - D1)	1/1/06	
2 of 5	1/1/01 - 12/31/01 (Do - H)	1/1/06	
3 of 5	1/1/01 - 12/31/01 (I - M1)	1/1/06	
4 of 5	1/1/01 - 12/31/01 (Mo - Sha)	1/1/06	
5 of 5	1/1/01 - 12/31/01 (She - Z)	1/1/06	
	<u>INACTIVE TIMESHEETS</u>		
1 of 2	1/1/01 - 12/31/01 (A - Mc)	1/1/06	
2 of 2	1/1/01 - 12/31/01 (M - Z)	1/1/06	
		<i>R.B.</i> <i>4/25/06 -</i>	

DGS 550-5 (REV. 12/88)

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