


Ann  
8-14-05

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 <b>DISTRICT COURT OF MARYLAND</b>		ACCESSION NO. <b>06W58</b>	DATE REC'D <b>8-18-05</b>
B. DIVISION/UNIT <b>TRAFFIC PROCESSING CENTER-TICKET ROOM</b>			RM CODE <b>15.02.25</b>
C. MAILING ADDRESS <b>2020 INDUSTRIAL DR. ANNAPOLIS, MD 21401</b>		LOCATION RANGE SECTION(S) <b>52 16-21</b>	NO. OF CU. FT. <b>209</b>
D. PHONE NO. <b>410-260-1186</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>ARTHUR G. SHERRELL</b>		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01	00003001 — 00005019	<i>Sche. #0989</i> <i>Item # 1-a</i>  <i>12/2005</i> <i>Jan. 2006</i>  <i>Disposed</i> <i>2-23-06</i> 
02	00005020 — 00006117	
03	00007001 — 00010059	
04	00010060 — 00011106	
05	00011107 — 00012126	
06	00013001 — 00014059	
07	00014060 — 00018129 015, 016ZZZ	
08	00018130 — 00021059	
09	00021060 — 00024115 022-026ZZZ	
10	00028001 — 00031110 029, 030ZZZ	
11	00032001 — 00033079	
12	00033080 — 00034089	
13	00034090 — 00035111 036, 037ZZZ	
14	00038011 — 00039089	
15	00039090 — 00040059	
16	00040060 — 00014049	
17	00041050 — 00012089	
18	00042090 — 00045139 043, 044ZZZ	
19	00045140 — 00046149	
20	00046150 — 00047159	
21	00047160 — 00048163	
22	00049001 — 00053029	
23	00053030 — 00053203 051, 052ZZZ	
24	00054001 — 00054209	
25	00051210 — 00055169	
26	00055170 — 00056139	
27	00056140 — 00059149 057, 058ZZZ	
28	00059150 — 00060129	
29	00060130 — 00061109	
30	00061110 — 00062109	
31	00062110 — 00063099	
32	00063100 — 00066039	
33	00066040 — 00067019	
34	00067020 — 00068019	
35	00068020 — 00069049	
36	00069050 — 00070059	

37	00103160 - 00104139	071, 072ZZZ
38	00073090 - 00074059	
39	00074060 - 00075029	
40	00075030 - 00076029	
41	00076030 - 00076234	
42	00077001 - 00080039	078, 079ZZZ
43	00080040 - 00081079	
44	00081080 - 00082109	
45	00082110 - 00083099	
46	00083100 - 00084049	
47	00084050 - 00087099	085, 086ZZZ
48	00087100 - 00088139	
49	00088140 - 00089109	
50	00089110 - 00090109	
51	00090110 - 00091129	
52	00091130 - 00095039	092, 093ZZZ
53	00095040 - 00096029	
54	00096030 - 00097039	
55	00097040 - 00098059	
56	00098060 - 00099084	100ZZZ
57	00101001 - 00101209	
58	00101210 - 00102189	
59	00102190 - 00103159	
60	00103160 - 00104139	
61	00104140 - 00105119	
62	00105120 - 00108129	107ZZZ
63	00108130 - 00109169	
64	00109170 - 00110199	
65	00110200 - 00111214	
66	00112001 - 00115019	113, 114ZZZ
67	00115020 - 00116079	
68	00116080 - 00117109	
69	00117110 - 00118079	
70	00118080 - 00119069	
71	00119070 - 00122089	020, 021ZZZ
72	00122090 - 00123129	
73	00123130 - 00124129	
74	00124130 - 00125129	
75	00125130 - 00126134	
76	00129001 - 00029183	127, 128ZZZ
77	00130001 - 00130209	
78	00130210 - 00131179	
79	00131180 - 00133029	
80	00133030 - 00136069	134, 135ZZZ
81	00136040 - 00137039	
82	00137040 - 00138029	
83	00138030 - 00139059	
84	00139050 - 00104069	
85	00140070 - 00143109	142, 143ZZZ
86	00143110 - 00144129	
87	00144130 - 00145159	
88	00145160 - 00146150	
89	00147001 - 00147201	
90	00151001 - 00151219	

**RECORDS TRANSMITTAL AND RECEIPT**

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

A. AGENCY <b>DISTRICT COURT OF MARYLAND</b>		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT <b>TRAFFIC PROCESSING CENTER-TICKET ROOM</b>			RM CODE
C. MAILING ADDRESS <b>2020 INDUSTRIAL DR. ANNAPOLIS, MD 21401</b>		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. <b>410-260-1186</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>ARTHUR G. SHERRELL</b>		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
91	00151220 — 00152169 148 - 150ZZZ	
92	00152170 — 00153149	
3	00153150 — 00154147	
94	00157001 — 00158019 155 - 156ZZZ	
95	00158020 — 00159059	
96	00159060 — 00160039	
97	00160040 — 00161109	
98	00161110 — 00164059	
99	00164060 — 00165079	
100	00165080 — 00166109	
101	00166110 — 00167139	
102	00167140 — 00169039	
103	00169040 — 00171180 170ZZZ	
104	00172002 — 00173059	
105	00173060 — 00174079	
106	00174080 — 00175069	
107	00175070 — 00176083 177ZZZ	
108	00178001 — 00178197	
109	00179001 — 00180039	
110	00180040 — 00180257	
111	00181001 — 00181209	
112	00181210 — 00182141 183 - 184ZZZ	
113	00185001 — 00187039 186ZZZ	
114	00187040 — 00188129	
115	00188130 — 00192079 190 - 191ZZZ	
116	00192080 — 00193153	
117	00194001 — 00195099	
118	00195100 — 00196149 197ZZZ	
119	00199002 — 00199180	
120	00200001 — 00200221	
1	00201001 — 00201194	
122	00202001 — 00202219	
123	00202220 — 00206029 204 - 205ZZZ	
124	00206030 — 00207069	
125	00207070 — 00208059	

18	00318001	—	00318188
190	00319001	—	00320039
191	00320040	—	00321069
192	00321070	—	00322101
193	00325001	—	00325175
194	00326001	—	00327029
195	00327030	—	00332109
196	00332110	—	00333171
197	00334001	—	00335039
198	00335040	—	00336103
199	00339001	—	00340049
200	00340050	—	00341119
201	00341120	—	00342182
202	00343001	—	00346109
203	00346110	—	00348049
204	00348050	—	00349119
205	00349120	—	00353059
206	00353060	—	00354109
207	00354110	—	00356079
208	00356080	—	00362069
209	00362070	—	00364087

Transmittal # \_\_\_\_\_

4029

**DISTRICT COURT OF MARYLAND  
DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
7275 Waterloo Rd., P.O. Box 275  
Jessup, MD 20794-0275**

**Proposal and Certificate of Records Destruction**

District Court Traffic Processing Center-Ticket Room  
Court

Anne Arundel  
County

01/09/06  
Date

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item no.				
06W58	Traffic Citations	969			209		

Destruction Approved by Hall of Records Commission

2 Feb 06

Date

Edward C. Papadopoulos

State Archivist

Destruction Certification

\_\_\_\_\_  
Signature of Court Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

WHILE YOU WERE OUT

FOR Cabe DATE 2/23/06 TIME 2:10 P.M.  
 M. Cheryl Williams  
 OF T Ruffe Court  PHONED  
 PHONE  FAX  MOBILE 410-260-1180 RETURNED YOUR CALL  
AREA CODE NUMBER EXTENSION  
 MESSAGE Called to know  PLEASE CALL  
the status of her certification  
if Renewal Personal form  
sent to Archives I will be  
 SIGNED [Signature] **TOPS FORM 4008**

WHILE YOU WERE OUT

FOR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ P.M.  
 M. \_\_\_\_\_  
 OF \_\_\_\_\_  PHONED  
 PHONE  FAX  MOBILE RETURNED YOUR CALL  
AREA CODE NUMBER EXTENSION  
 MESSAGE We just got it then PLEASE CALL  
I thought that you have  
sent her a copy of studies  
the said to call her  
 SIGNED [Signature] **TOPS FORM 4008**

WHILE YOU WERE OUT

FOR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ P.M.  
 M. \_\_\_\_\_  
 OF \_\_\_\_\_  PHONED  
 PHONE  FAX  MOBILE RETURNED YOUR CALL  
AREA CODE NUMBER EXTENSION  
 MESSAGE and let her know PLEASE CALL  
the next steps  
[Signature] ART Sherrill  
 SIGNED [Signature] **TOPS FORM 4008**

Transmittal # \_\_\_\_\_

4029

**DISTRICT COURT OF MARYLAND**  
**DEPARTMENT OF GENERAL SERVICES**  
**Hall of Records Commission**  
**Records Management Division**  
**7275 Waterloo Rd., P.O. Box 275**  
**Jessup, MD 20794-0275**

**Proposal and Certificate of Records Destruction**

District Court Traffic Processing Center-Ticket Room  
Court

Anne Arundel  
County

01/09/06  
Date

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item no.				
06W58	Traffic Citations	969			209		

Destruction Approved by Hall of Records Commission

2 Feb 06  
Date

Edward C. [Signature]  
State Archivist

Destruction Certification

Cheryl Williams [Signature]  
Signature of Court Official

Supervisor  
Title

3-2-06  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

4/32

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT - HEADQUARTERS #13 - TRC Payments     Anne Arundel County  
 COURT    COUNTY    DATE

January 25, 2006

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS BATCHES - DESTROY  Accession Numbers: 04W0556 04W0557 04W0558 04W0559 04W0560 05W1272 05W1273 05W1274 05W1275 05W1276 01W0852	0989	Sec VI Item 2		Total 104  6 5 4 3 2 6 4 2 1 1 10		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06  
Date

Edward C. Spangenberg Jr  
State Archivist

\_\_\_\_\_  
Signature of Court Official    Title    Date

Instructions for Preparation and Submission on Reverse Side



<b>RECORDS TRANSMITTAL AND RECEIPT</b>	Transmittal No. <b>15-02-25-01</b>	
	Date	
	Complete at State Records Center.	

<b>1. FROM:</b> DISTRICT COURT OF MARYLAND TRAFFIC PROCESSING CENTER-PAYMENTS GROUP 905 COMMERCE RD. P O BOX 6676 ANNAPOLIS MD 21401	ACCESSION NO.	DATE RECEIVED
	<b>04W556</b>	<b>12-12-03</b>
	Signature	
Title		

2. Building and Room	3. Phone: 410-260-1120	4. TO: State Records Center <b>R-18</b> <b>S-34</b>
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5. Signature: Agency Official <i>Patricia H. Platt, Chief Clerk</i> <i>Patricia L. Boone, Supervisor, Payments Group</i>	6. No. of Cu. Ft. <b>6</b>
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Box Numbers	Description of Records	Disposal Date
1	SUMMARY REPORTS	01/02/01 - 2/28/01
2	SUMMARY REPORTS	3/1/01 - 4/30/01
3	SUMMARY REPORTS	5/1/01 - 6/28/01
4	SUMMARY REPORTS	7/2/01 - 8/31/01
5	SUMMARY REPORTS	9/4/01 - 10/31/01
6	SUMMARY REPORTS	11/6/01 - 12/31/01

*Sche # 989*  
*Item # 1*  
*Jan - 2006*  
  
*Disposal*  
*3/13/06*  
*[Signature]*

4/32

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT - HEADQUARTERS #13 - TRC Payments  
 COURT COUNTY DATE

Anne Arundel County

January 25, 2006

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS BATCHES - DESTROY  Accession Numbers: 04W0556 04W0557 04W0558 04W0559 04W0560 05W1272 05W1273 05W1274 05W1275 05W1276 01W0852	0989	Sec VI Item 2		Total 104  6 5 4 3 2 6 4 2 1 1 10		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06  
Date

*Edward C. Papenfuss*  
State Archivist

Signature of Court Official

Title

Date

*E*

<p><b>RECORDS TRANSMITTAL</b></p> <p><b>AND RECEIPT</b></p>		<p>Transmittal No. <b>15.02.25.01</b></p>	
		<p>Date</p>	
		<p>Complete at State Records Center</p>	
<p>1. FROM: DISTRICT COURT OF MARYLAND TRAFFIC PROCESSING CENTER-PAYMENTS GROUP 905 COMMERCE RD. P O BOX 6676 ANNAPOLIS MD 21401</p>		<p>ACCESSION NO. <b>04W557</b></p>	<p>DATE RECEIVED <b>12-18-03</b></p>
		<p>Signature</p>	
		<p>Title</p>	
<p>2. Building and Room</p>	<p>3. Phone: 410-260-1120</p>	<p>4. TO: State Records Center <b>R-19 S-9</b></p>	
<p>5. Signature: Agency Official <i>Patricia H. Platt, Chief Clerk</i> <i>Patricia L. Boone, Supervisor, Payments Group</i></p>		<p>6. No. of Cu. Ft. <b>5</b></p>	
Box Numbers	Description of Records		Disposal Date
1	Z REPORTS	01/02/01 - 3/27/01	<p><i>Sched. # 989</i> <i>Item # 1</i> <i>JAN. 2004</i></p> <p><i>Disposal</i> <b>3/13/06</b> <i>gpk</i></p>
2	Z REPORTS	4/2/01 - 5/31/01	
3	Z REPORTS	6/1/01 - 7/31/01	
4	Z REPORTS	8/1/01 - 10/31/01	
5	Z REPORTS	11/1/01 - 12/27/01	

Box Numbers		Description of Records		Disposal Date
1	Z REPORTS	01/02/01 - 3/27/01	<i>Sche # 989</i> <i>Item # 1</i> <i>Jan. 2004.</i>	
2	Z REPORTS	4/2/01 - 5/31/01		
3	Z REPORTS	6/1/01 - 7/31/01		
4	Z REPORTS	8/1/01 - 10/31/01		
5	Z REPORTS	11/1/01 - 12/27/01		

**RECORDS TRANSMITTAL**

**AND RECEIPT**

Transmittal No. **15.02.25.01**

Date

Complete at State Records Center

1. FROM:  
 DISTRICT COURT OF MARYLAND  
 TRAFFIC PROCESSING CENTER-PAYMENTS GROUP  
 905 COMMERCE RD.  
 P O BOX 6676  
 ANNAPOLIS MD 21401

ACCESSION NO.

**04W557**

DATE RECEIVED

**12-18-03**

Signature

Title

2. Building and Room

3. Phone:  
410-260-1120

4. TO: State Records Center

**R-19**

**S-9**

5. Signature: Agency Official  
*Patricia H. Platt, Chief Clerk*  
*Patricia L. Boone, Supervisor, Payments Group*

6. No. of Cu. Ft.

**5**

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

41032

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT - HEADQUARTERS #13 - TRC Payments  
 COURT COUNTY DATE

Anne Arundel County

January 25, 2006

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS BATCHES - DESTROY  Accession Numbers: 04W0556 04W0557 04W0558 04W0559 04W0560 05W1272 05W1273 05W1274 05W1275 05W1276 01W0852	0989	Sec VI Item 2		Total 104  6 5 4 3 2 6 4 2 1 1 10		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06  
Date

*Edward C. Saperstein*  
State Archivist

Signature of Court Official

Title

Date

**RECORDS TRANSMITTAL**

**AND RECEIPT**

Transmittal No. **15.02.25.01**

Date

Complete at State Records Center

1. FROM:  
DISTRICT COURT OF MARYLAND  
TRAFFIC PROCESSING CENTER-PAYMENTS GROUP  
905 COMMERCE RD.  
P O BOX 6676  
ANNAPOLIS MD 21401

ACCESSION NO.

DATE RECEIVED

**04W558**

**12-18-03**

Signature

Title

2. Building and Room

3. Phone:  
410-260-1120

4. TO: State Records Center

**R-19**

**S-8**

5. Signature: Agency Official  
*Patricia H. Platt, Chief Clerk*  
*Patricia L. Boone, Supervisor, Payments Group*

6. No. of Cu. Ft.

**4**

Box Numbers	Description of Records	Disposal Date
1	BAD CHECKS	01/01 - 3/01 <i>Sch # 989</i> <i>Item # 1</i> <i>Jan. 2006</i>
2	BAD CHECKS	4/01 - 6/01
3	BAD CHECKS	7/01 - 8/01
4	BAD CHECKS	9/01 - 12/01 <i>Disposal</i> <i>3/13/06</i> <i>MP</i>

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

4/832

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT - HEADQUARTERS #13 - TRC Payments  
 COURT COUNTY DATE

Anne Arundel County

January 25, 2006

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS BATCHES - DESTROY  Accession Numbers: 04W0556 04W0557 04W0558 04W0559 04W0560 05W1272 05W1273 05W1274 05W1275 05W1276 01W0852	0989	Sec VI Item 2		Total 104  6 5 4 3 2 6 4 2 1 1 10		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06  
Date

*Edward C. Spangher*  
State Archivist

Signature of Court Official

Title

Date

**RECORDS TRANSMITTAL**

**AND RECEIPT**

Transmittal No. **15.02.25.01**

Date

Complete at State Records Center

1. FROM:  
DISTRICT COURT OF MARYLAND  
TRAFFIC PROCESSING CENTER-PAYMENTS GROUP  
905 COMMERCE RD.  
P O BOX 6676  
ANNAPOLIS MD 21401

ACCESSION NO.

DATE RECEIVED

**04W559**

**12-18-03**

Signature

Title

2. Building and Room

3. Phone:  
410-260-1120

4. TO: State Records Center

**R-5**

**S-21**

5. Signature: Agency Official  
*Patricia H. Platt, Chief Clerk*  
*Patricia L. Boone, Supervisor, Payments Group*

6. No. of Cu. Ft.

**3**

Box Numbers	Description of Records	Disposal Date
1	VITALCHECK	1/6/01 - 2/22/01 <i>Sche # 989</i> <i>Item # 1</i> <i>Jan. 2006</i>
2	VITAL CHECK	2/23/01 - 9/20/01
3	VITAL CHECK	9/21/01 - 3/28/02  <i>Disposal</i> <i>3/13/06</i> <i>YPR</i>



41032

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT - HEADQUARTERS #13 - TRC Payments  
 COURT COUNTY DATE

Anne Arundel County

January 25, 2006

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS BATCHES - DESTROY  Accession Numbers: 04W0556 04W0557 04W0558 04W0559 04W0560 05W1272 05W1273 05W1274 05W1275 05W1276 01W0852	0989	Sec VI Item 2		Total 104  6 5 4 3 2 6 4 2 1 1 10		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06  
Date

*Edward C. Saperstein*  
State Archivist

Signature of Court Official

Title

Date

E

RECORDS TRANSMITTAL AND RECEIPT		Transmittal No. 15.02.25.01	
		Date	
		Complete at State Records Center	
1. FROM: DISTRICT COURT OF MARYLAND TRAFFIC PROCESSING CENTER-PAYMENTS GROUP 905 COMMERCE RD. P O BOX 6676 ANNAPOLIS MD 21401		ACCESSION NO.	DATE RECEIVED
		04W560	12-18-03
		Signature	
		Title	
2. Building and Room	3. Phone: 410-260-1120	4. TO: State Records Center	
		R-19	S-23
5. Signature: Agency Official Patricia H. Platt, Chief Clerk Patricia L. Boone, Supervisor, Payments Group		6. No. of Cu. Ft. 2	
Box Numbers	Description of Records	Disposal Date	
1	CASHIERS' REPORTS	1/1/01 - 6/28/01	Sche. # 989 Item # 1 Jan. 2006
2	CASHIERS' REPORTS	7/2/01 - 12/31/01	<del>Disposal</del> 3/13/06 JSP

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

4/32

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT - HEADQUARTERS #13 - TRC Payments  
 COURT COUNTY DATE

Anne Arundel County

January 25, 2006

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS BATCHES - DESTROY  Accession Numbers: 04W0556 04W0557 04W0558 04W0559 04W0560 05W1272 05W1273 05W1274 05W1275 05W1276 01W0852	0989	Sec VI Item 2		Total 104  6 5 4 3 2 6 4 2 1 1 10		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06  
Date

*Edward C. [Signature]*  
State Archivist

Signature of Court Official

Title

Date

E

<b>RECORDS TRANSMITTAL AND RECEIPT</b>		Transmittal No. <b>15.02.25.01</b>	
		Date	
		Complete at State Records Center	
1. FROM: DISTRICT COURT OF MARYLAND TRAFFIC PROCESSING CENTER-PAYMENTS GROUP 905 COMMERCE RD. P O BOX 6676 ANNAPOLIS MD 21401		ACCESSION NO. <b>05W1272</b>	DATE RECEIVED <b>5-16-05</b>
		Signature	
		Title	
2. Building and Room	3. Phone: 410-260-1120	4. TO: State Records Center <b>R-14 S-4</b>	
5. Signature: Agency Official <i>Joseph P. Rosenthal, Chief Clerk</i> <i>Patricia L. Boone, Supervisor, Payments Group</i>		6. No. of Cu. Ft. 6	<b>6</b>
Box Numbers	Description of Records		Disposal Date
	Z REPORTS	DATE	
BOX 1		1-02 2-02	Sche. # 989 <del>2008</del>
BOX 2		3-02 4-02	<del>12/2005</del>
BOX 3		5-02 6-0	Item #
BOX 4		7-02 8-02	1
BOX 5		9-02 10-02	Jan. 2006
BOX 6		11-02 12-02	Disposal 3/13/06 gjr

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

41832

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT - HEADQUARTERS #13 - TRC Payments  
 COURT COUNTY DATE

Anne Arundel County

January 25, 2006

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS BATCHES - DESTROY  Accession Numbers: 04W0556 04W0557 04W0558 04W0559 04W0560 05W1272 05W1273 05W1274 05W1275 05W1276 01W0852	0989	Sec VI Item 2		Total 104  6 5 4 3 2 6 4 2 1 1 10		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06  
Date

*Edward C. Papenfuss*  
State Archivist

Signature of Court Official

Title

Date

RECORDS TRANSMITTAL AND RECEIPT		Transmittal No. <b>15.02.25.01</b>	
		Date	
		Complete at State Records Center	
1. FROM: DISTRICT COURT OF MARYLAND TRAFFIC PROCESSING CENTER-PAYMENTS GROUP 905 COMMERCE RD. P O BOX 6676 ANNAPOLIS MD 21401		ACCESSION NO. <b>05W1273</b>	DATE RECEIVED <b>5-16-05</b>
		Signature	
		Title	
2. Building and Room	3. Phone: 410-260-1120	4. TO: State Records Center <b>R-14 S-4</b>	
5. Signature: Agency Official <i>Joseph P. Rosenthal, Chief Clerk</i> <i>Patricia L. Boone, Supervisor, Payments Group</i>		6. No. of Cu. Ft. 4	<b>4</b>
Box Numbers	Description of Records		Disposal Date
	BAD CHECKS	DATE	
BOX 1		1-02 3-02	<del>2005</del>
BOX 2		4-02 6-02	<b>12/2005</b>
BOX 3		7-02 8-02	<b>Sche #</b>
BOX 4		9-02 12-02	<b>989</b>
			<b>Item #</b>
			<b>1</b>
			<b>JAN 2006</b>
			<b>Disposal</b>
			<b>3/13/06</b>
			<b>[Signature]</b>

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

41032

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT - HEADQUARTERS #13 - TRC Payments  
 COURT COUNTY DATE

Anne Arundel County

January 25, 2006

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS BATCHES - DESTROY  Accession Numbers: 04W0556 04W0557 04W0558 04W0559 04W0560 05W1272 05W1273 05W1274 05W1275 05W1276 01W0852	0989	Sec VI Item 2		Total 104  6 5 4 3 2 6 4 2 1 1 10		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06  
Date

*Edward C. Spangenberg*  
State Archivist

Signature of Court Official

Title

Date

E

RECORDS TRANSMITTAL

AND RECEIPT

Transmittal No. **15.02.25.01**

Date

Complete at State Records Center

1. FROM:  
DISTRICT COURT OF MARYLAND  
TRAFFIC PROCESSING CENTER-PAYMENTS GROUP  
905 COMMERCE RD.  
P O BOX 6676  
ANNAPOLIS MD 21401

ACCESSION NO.

**05W1274**

DATE RECEIVED

**5.16.05**

Signature

Title

2. Building and Room

3. Phone:  
410-260-1120

4. TO: State Records Center

**R-14**

**S-4**

5. Signature: Agency Official  
*Joseph P. Rosenthal, Chief Clerk*  
*Patricia L. Boone, Supervisor, Payments Group*

6. No. of Cu. Ft.      2

**2**

Box Numbers	Description of Records	Disposal Date
BOX 1  BOX 2	VITAL CHECK  DATE 4-1-02 8-29-02 8-30-02 12-31-02	<del>2008</del> <b>12/2005</b> <i>Schi #</i> <b>989</b> <i>Hom #</i> <b>1</b> <b>Jan-2006</b> <del>Disposal</del> <b>3/13/06</b> <i>[Signature]</i>



DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

41032

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT - HEADQUARTERS #13 - TRC Payments  
 COURT COUNTY DATE

Anne Arundel County

January 25, 2006

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS BATCHES - DESTROY  Accession Numbers: 04W0556 04W0557 04W0558 04W0559 04W0560 05W1272 05W1273 05W1274 05W1275 05W1276 01W0852	0989	Sec VI Item 2		Total 104  6 5 4 3 2 6 4 2 1 1 10		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06  
Date

*Edward C. Papenfuss*  
State Archivist

Signature of Court Official

Title

Date

E

RECORDS TRANSMITTAL AND RECEIPT		Transmittal No. <b>15.02.25.01</b>	
		Date	
Complete at State Records Center			
1. FROM: DISTRICT COURT OF MARYLAND TRAFFIC PROCESSING CENTER-PAYMENTS GROUP 905 COMMERCE RD. P O BOX 6676 ANNAPOLIS MD 21401		ACCESSION NO. <b>05W1275</b>	DATE RECEIVED <b>5-16-05</b>
		Signature	
		Title	
2. Building and Room	3. Phone: 410-260-1120	4. TO: State Records Center <b>R-14 S-4</b>	
5. Signature: Agency Official <i>Joseph P. Rosenthal, Chief Clerk</i> <i>Patricia L. Boone, Supervisor, Payments Group</i>		6. No. of Cu. Ft.	<b>1</b>
Box Numbers	Description of Records		Disposal Date
BOX 1	O STATUS	DATE 12-01	<del>2008</del> <b>12/2005</b> Ser.# <b>989</b> Item # <b>1</b> <b>Jan/2006</b> <del>Disposal</del> <b>3/13/06</b> <i>YPM</i>

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

41032

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT - HEADQUARTERS #13 - TRC Payments  
 COURT COUNTY DATE

Anne Arundel County

January 25, 2006

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS BATCHES - DESTROY  Accession Numbers: 04W0556 04W0557 04W0558 04W0559 04W0560 05W1272 05W1273 05W1274 05W1275 05W1276 01W0852	0989	Sec VI Item 2		Total 104  6 5 4 3 2 6 4 2 1 1 10		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06  
Date

*Edward C. Pappas*  
State Archivist

Signature of Court Official

Title

Date

E

RECORDS TRANSMITTAL AND RECEIPT		Transmittal No. <b>15.02.25.01</b>	
		Date	
Complete at State Records Center			
1. FROM: DISTRICT COURT OF MARYLAND TRAFFIC PROCESSING CENTER-PAYMENTS GROUP 905 COMMERCE RD. P O BOX 6676 ANNAPOLIS MD 21401		ACCESSION NO.	DATE RECEIVED
		<b>05W1276</b>	<b>5-16-05</b>
		Signature	
		Title	
2. Building and Room	3. Phone: 410-260-1120	4. TO: State Records Center <b>R-14</b> <b>S-4</b>	
5. Signature: Agency Official <i>Joseph P. Rosenthal, Chief Clerk</i> <i>Patricia L. Boone, Supervisor, Payments Group</i>		6. No. of Cu. Ft.	1
Box Numbers	Description of Records		Disposal Date
BOX 1	UNIDENTIFIED  DATE 1-01 12-02		<del>2008</del> <b>12/2005</b> <b>Scho #</b> <b>989</b> <b>Item #</b> <b>1</b> <b>Jan. 2006</b> <i>Disposal</i> <b>3/13/06</b> <i>[Signature]</i>

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

41032

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT - HEADQUARTERS #13 - TRC Payments      Anne Arundel County

January 25, 2006

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS BATCHES - DESTROY	0989	Sec VI Item 2		Total 104		
	Accession Numbers: 04W0556 04W0557 04W0558 04W0559 04W0560 05W1272 05W1273 05W1274 05W1275 05W1276 01W0852				6 5 4 3 2 6 4 2 1 1 10		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06  
Date

Edward C. Saperstein  
State Archivist

Signature of Court Official

Title

Date

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DISTRICT COURT OF MARYLAND		ACCESSION NO. <b>01W852</b>	DATE REC'D <b>4-24-01</b>
B. DIVISION/UNIT M.A.T.S. / MONEY ROOM			RM CODE <b>15.02.25.01</b>
C. MAILING ADDRESS 2661 RIVA Road, BLDG. 900 ANNAPOLIS, MD. 21401		LOCATION RANGE SECTION(S) <b>142 25-26</b>	NO. OF CU. FT <b>70</b>
D. PHONE NO. 410-260-1120		RECORDS CENTER MANAGER <i>A. Bryant</i> 3-12-06-	
E. AGENCY OFFICIAL Patti Platt, Chief Clerk ANN CLINGERMAN, SUPERVISOR		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
731-V	99-235-12	Sche. # 0989 Item # 1 Jan. 2005
732-V	99-236-10	
733-V	99-237-6	
734-V	99-238-2	
735-V	99-238-12	
736-V	99-239-10	
737-V	99-242-8	
738-V	99-243-2	
739-V	99-243-11	
740-V ✓	99-244-8	
741-V	99-245-2	
742-V	99-245-10	
743-V	99-246-9	
744-V	99-250-9	
745-V	99-250-12	
746-V	99-251-8	
747-V	99-251-12	
748-V	99-252-10	
749-V	99-253-8	
750-V ✓	99-256-3	
751-V	99-256-9	
752-V	99-257-2	
753-V	99-257-10	
754-V	99-258-3	
755-V	99-258-11	
756-V	99-260-9	
757-V	99-263-3	
758-V	99-263-10	
759-V	99-263-12	
760-V ✓	99-264-4	

# Record Hall Boxes Payments

761-V	99-264-11	99-265-8
762-V	99-265-9	99-266-2
763-V	99-266-3	99-266-11
764-V	99-267-12	99-267-9
765-V	99-267-10	99-270-8
766-V	99-270-9	99-271-4
767-V	99-271-4	99-271-9
768-V	99-271-10	99-272-3
769-V	99-272-4	99-272-12
770-V ✓	99-273-2	99-273-10
771-V	99-273-11	99-277-2
772-V	99-277-2	99-277-8
773-V	99-277-8	99-277-11
774-V	99-277-12	99-278-6
775-V	99-278-8	99-279-2
776-V	99-279-3	99-279-10
777-V	99-279-10	99-280-6
778-V	99-281-8	99-281-2
779-V	99-281-3	99-281-11
780-V ✓	99-281-3	99-285-4
781-V	99-285-6	99-285-10
782-V	99-285-10	99-286-3
783-V	99-286-4	99-286-11
784-V	99-286-11	99-287-8
785-V	99-287-9	99-288-3
786-V	99-288-4	99-288-12
787-V	99-291-2	99-291-10
788-V	99-291-10	99-292-4
789-V	99-292-4	99-292-10
790-V ✓	99-292-11	99-293-6
791-V	99-293-8	99-294-3
792-V	99-294-4	99-295-9
793-V	99-295-10	99-298-4
794-V	99-285-6	99-298-10
795-V	99-298-10	99-299-10
796-V	99-299-11	99-300-9
797-V	99-300-9	99-301-4
798-V	99-301-6	99-302-2
799-V	99-302-3	99-305-2
800-V ✓	99-305-3	99-305-9

R-142  
S-25-26

9-ENTRY SPACEN  
S-26

MAR 9 2001

MAR 9



DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
7275 WATERLOO RD., P.O. BOX 275  
JESSUP, MD 20794-0275

4/832

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT - HEADQUARTERS #13 - TPC Payments  
COURT COUNTY DATE

Anne Arundel County

January 25, 2006

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS BATCHES - DESTROY  Accession Numbers: 04W0556 04W0557 04W0558 04W0559 04W0560 05W1272 05W1273 05W1274 05W1275 05W1276 01W0852	0989	Sec VI Item 2		Total 104  6 5 4 3 2 6 4 2 1 1 10		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06  
Date

*Edward C. Papenfuss Jr*  
State Archivist

Signature of Court Official

Title

Date

03.01                      DBM	<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.
Dept. Of Budget & Management Division of Administration		
Division or Unit		

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**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.				
97W828	Budget Request	718	403-12	FY 1990	2	1/2006	RECYCLE

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

Charlie P Lopez	Records Center Manager	January 30, 2006
Signature	Title	Date

DGS 550-2 (Rev. 1/93)

*E*

JUL-10-1996 13:34

RMD

410 799 8532 P.02

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-788-1379)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of Budget & Management		ACCESSION NO. <b>97W828</b>	DATE REC'D <b>3-20-97</b>
B. DIVISION/UNIT Division of Administration			RM CODE <b>03.01</b>
C. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401-1907		LOCATION RANGE SECTION(S) <b>110 20</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 974-2116		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John Pirro, Jr., Director <i>[Signature]</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1 2	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES FY 90 Budget Request UMS, SBC, MSU FY 90 Budget Request MSU MHEC various budgets	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 718 403-12 8/2010 <del>718 403-12 8/2010</del>  <b>1/06</b>  <i>[Signature]</i> <b>2/23-06</b>	

03.03	DBM	<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			
Dept. Of Budget & Management Administrative Division			
Division or Unit			

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
LOT 293	Roster Card Files (Inactive) History Ledgers	690-4	1	1950	1	1/2006	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>January 30, 2006</u> Date
-------------------------------------	--	---------------------------------

DGS 550-2 (Rev. 1/93)

RECORDS TRANSMITTAL SHEET

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

To be completed by Record Center: ✓  
Date: 1/18/61  
Lot No.: 293  
Range: 20  
Section(s) ~~10~~ 10 1  
Shelf  
Received by: J. Hirsch

- 1. Agency: Commissioner of Personnel
- 2. Division: Administrative Division
- 3. Record Title: Roster Card File (Inactive) U. of Md.
- 4. Inclusive Dates: 1950

Remarks:  
R 37  
S 17  
03.03

5. Schedule No. <u>690</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>10/1/66</u> <del>that micro.</del>	8. Actual Disposal Date:
----------------------------	----------------------	---	--------------------------

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

Numerical listing (continued)

1 record center box arranged alphabetically

1/06  
DISPOSAL  
3/08/06

~~Destroy if agency has these records on microfiche!~~

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size \_\_\_\_\_
- b. File drawers, legal-size \_\_\_\_\_
- c. Transfiles \_\_\_\_\_
- d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:

Viola W. Smith

6803

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

Data Processing

AGENCY

DIVISION

Item No.

Description

Retention

1 History Ledgers

Contains labels of all transactions postings from when a person is hired until he or she resigns or retires. Included in these files are the following items:

- a. Entry on duty date
- b. Class title
- c. Name
- d. Birth date
- e. Social Security number
- f. Salary, grade, and step
- g. Agency where employed
- h. Effective date of action and description
- i. Funding code and percent
- j. Percent of employment
- k. Race and sex
- l. Position I.D. number
- m. Next increment month and year
- n. Date last action was processed

Retain in office until employee has left State service or retired. Transfer to a State Records Center for fifty-six (56) additional years, then destroy.

2 Special Appointments - MS 310

These personnel transaction forms are used for employees in special classes that are covered by House Bills, faculty appointments, and others.

Retain in office for five (5) years, then destroy.

3 Probation Cards

The probation cards are issued for each employee after the employee has served an initial probationary period of three to six months. The probationary status of the employee is documented by this procedure.

Retain in office for one (1) year. Transfer to a State Records Center for fifty-six (56) additional years, then destroy.

Schedule approved by Department, Agency or Division Representative

*George E. Lyons Jr.*  
Signature

*Date Systems Director*  
Title

*4/29/77*  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

*8/1/77*  
Date

*Edw. de Foyen*  
Archivist

*8/24/77*  
Date

*Andrew H. ...*  
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 690-4

PAGE  
NO. 2 of 2

Item No.	Description	Retention
4	<p><u>Eligibility Lists</u></p> <p>Lists contain test titles, names of those persons who passed the test, test score, ranking of individual according to score. These lists are used in hiring and promoting State employees.</p>	<p>Retain in office for one (1) year, transfer to a State Records Center for an additional four (4) years, then destroy.</p>

14.01.01	DHR	<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			
Office of the Deputy Secretary for Planning			
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.				
04W367	Program - Hearing & Appeals Files	1023-7		10/2002	9	1/2006	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2006
Signature	Title	Date



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. Department of Human Resources		ACCESSION NO. <i>04W367</i>	DATE REC'D <i>11-6-03</i>
B. DIVISION/UNIT Office of the Deputy Secretary for Planning			RM CODE <i>14.01.01</i>
C. MAILING ADDRESS 311 W. Saratoga Street, Room 210 Baltimore, Maryland 21201		LOCATION RANGE: <i>12</i> SECTION(S): <i>19</i>	NO. OF CU. FT. <i>9</i>
D. PHONE NO. 410-767-8967		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Roxanne M. Scott		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>#</i> <i>1-9</i>	<p>Program – Hearings &amp; Appeals Files Disposition Date <i>October, 2001</i></p> <p>Appeal hearing dispositions for program cases such as Food Stamps, Temporary Cash Assistance (TCA), Emergency Assistance to Families with Children (EAFC), Purchase of Care (POC), Foster Care, Adoptions, and/or Family Day Care</p> <p><b>10/2001</b> <b>Disposal Date: 1/06</b> Box 1 of 9 – A through B Box 2 of 9 – C through D Box 3 of 9 – E through Has Box 4 of 9 – Fla through Ky Box 5 of 9 – L through Morg Box 6 of 9 – Mo through Q Box 7 of 9 – R through Single Box 8 of 9 – Sm th through U Box 9 of 9 – V through Z</p>	<p>Retain for 4 yrs. 3 mos.</p> <p>Disposal Date: <i>January, 2006</i></p> <p><i>P B</i> <i>1/24/06</i></p>

14.02.01 DHR	<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.
Allegany County Social Services		
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.				
04W606	All Income Maintenance Closed / Retired Records	1023-7A4	45,46,47	2002	100	1/2006	RECYCLE
05W1158	All Income Maintenance Closed / Retired Records	10223-7A4	45,46 47	2002	70	1/2006	RECYCLE

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

Charlie P Lopez
Records Center Manager
June 30, 2006

Signature
Title
Date

DGS 550-2 (Rev. 1/93)

E

### RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 790-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>Allegheny Co. &amp; S.S.</i>		ACCESSION NO. <i>04W606</i>	DATE REC'D <i>1-14-04</i>
B. DIVISION / UNIT <i>Allegheny Co. 14.02.01</i>			RM CODE <i>14.02.01</i>
C. MAILING ADDRESS <i>P.O. Box 1420 1 Frederick St. Cumberland, MD 21502</i>		LOCATION RANGE      SECTION (S) <i>** SEE BELOW **</i>	NO. OF CU. FT. <i>100</i>
D. PHONE NO. <i>301-784-7070</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Debra Whittier</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>1 -&gt; 100</i>	<p><i>All Income Maintenance closed / retired records for year 2002.</i></p> <p><b>** LOCATION OF RECORDS **</b></p> <p>BOXES 1 - 38    RANGE 53    SECTION 24 BOXES 39 - 100    RANGE 53    SECTION 29-30</p>	<p><i>Disposal Date</i> <i>1/1/06</i></p> <p><i>Sched. # 1023-7A4</i> <i>Item #</i></p> <p><i>h. B</i> <i>1/23-06 -</i></p>

E/

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 790-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Allegany Co. D.S.S.		ACCESSION NO.  05W1158	DATE REC'D 4.27.06
B. DIVISION / UNIT Allegany Co. 14.02.01			RM CODE 14.02.01
C. MAILING ADDRESS P.O. Box 1420 Frederick St Cumberland, MD 21502		LOCATION RANGE SECTION (S) 23 27-29	NO. OF CU. FT. 70
D. PHONE NO. 301-784-7070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Debra Foote		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
101-170	All Income Maintenance closed records and retired materials for year 2002	Disposal date 01/01/06  Sche # 1023-7A4 Item # 45, 46, 77  <u>Disposal</u> 1/24/06 jpr

14.02.06      DHR  
Reporting Agency  
Caroline County Social Services  
Division or Unit

**Department of General Services**  
Records Management Division  
7275 Waterloo Road (Rte. 175)  
P.O. Box 275  
Jessup, Maryland 20794-0275

Prepare in duplicate  
Retain one (1) copy and  
forward original to  
address at left.

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
04W173	Adult Services Records	1023-7A4	48	2002	4	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 - 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>Dept. of Human Resources</b>		ACCESSION NO. <i>04W173</i>	DATE REC'D <i>9-8-03</i>
B. DIVISION/UNIT <b>Caroline County Dept of Social Services</b>			RM CODE <i>14.02.06</i>
C. MAILING ADDRESS <b>PO Box 100 Denton, MD 21629</b>		LOCATION RANGE SECTION(S) <i>101 12</i>	NO. OF CU. FT. <i>4 Boxes</i>
D. PHONE NO. <b>410-479-5962</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>Dorothea Matey, Office Secretary 8/11/03</b>		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	
2. BOX NUMBERS <b>201 - 204</b>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <b>Adult Services Records - (thru 8/2002)</b> <i>201-204 - PALLET #1</i>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <b>1023-7</b> <b>Dispose: 8/2005</b> <i>Jan. 2006</i> <i>J. Bryant</i> <i>2/23/06</i>	

14.02.13      DHR	<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.
Harford County Social Services		
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.				
04W1076	Purchase of Care, Public Assistance, Food Stamps & Medical Assistance	1023-7A4	45,46,47, & 48	2002	126	1/2006	RECYCLE

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

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

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. Department of Human Services		ACCESSION NO. <b>04W11076</b>	DATE REC'D <b>6-14-04</b>
B. DIVISION/UNIT Department of Social Services <b>HARFORD COUNTY</b>		LOCATION RANGE SECTION(S) <b>150 19-22</b>	RM CODE <b>14.02.13</b>
C. MAILING ADDRESS 2 S. Bond Street Baltimore, Maryland 21014		NO. OF CU. FT. <b>126</b>	RECORDS CENTER MANAGER
D. PHONE NO. 410-836-4953		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL Crystal Furlong			
2. BOX NUMBERS 1-19 20-126	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES July 1, 2002 through December 31, 2002  POC Service Case Records Series I Public Assistance Food Stamps Medical Assistance	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  Schedule #1023-7A4  Item #48 Serv. Item #46 PA Item #45 FS Item #47 MA  <b>L.B</b> <b>1/27/06</b>  Disposal Date <del>12/31/2005</del> <b>Jan. 2006</b>	



14.02:16	DHHS	<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			
Montgomery County Social Services			
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.				
04W573	Public Assistance Closed Records	1023-7A4	46	2002	152	1/2006	RECYCLE
05W734	ODO Records	1023-7A4	53	2003	62	1/2006	RECYCLE

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

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

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PS # 1

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

DATE TRANSMITTAL SENT: 12-19-03

A. AGENCY 1. <u>14 02 16</u>		ACCESSION NO. <u>04W573</u>	DATE REC'D <u>1-8-04</u>
B. DIVISION/UNIT <u>DHR</u>			RM CODE <u>14-02-16</u>
C. MAILING ADDRESS: <u>Montgomery County</u> DEPARTMENT OF HEALTH AND HUMAN SERVICES 1301 Piccard Drive Rockville, Maryland 20850-4320		LOCATION RANGE SECTION(S) <b>** SEE BELOW **</b>	NO. OF CU. FT. <u>152</u>
D. PHONE NO. <u>240-777-3013</u> <u>4184</u> (OR) <u>4185</u>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<u>Closed</u>	
	<u>7/02 to 12/02</u>	
	<u>Public Assistance</u>	<u># 5ch 1023-7A-4</u>
	<b>** LOCATION OF RECORDS **</b>	<u>Item 46</u>
<u>1</u>	BOXES 1 - 147 RANGE 64 SECTION 19 - 22	<u>Disposal Date</u>
<u>2</u>	BOXES 148- 152 RANGE 63 SECTION 4	<u>1-1-06</u>
<u>3</u>		<u>A.B.</u>
<u>4</u>		<u>1/23-06 -</u>
<u>5</u>		
<u>6</u>		
<u>7</u>		
<u>8</u>		
<u>9</u>		
<u>10</u>		
<u>11</u>		
<u>12</u>		
<u>13</u>		
<u>14</u>		
<u>15</u>		
<u>16</u>		

152

PS # 1

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

DATE TRANSMITTAL SENT: 12/19/03

A. AGENCY 1. 14 02 16		ACCESSION NO. 0462573	DATE REC'D 1-8-04
B. DIVISION/UNIT DHR		RANGE 64 63	SECTION(S) 19-22 4
C. MAILING ADDRESS: <i>Montgomery County</i> DEPARTMENT OF HEALTH AND HUMAN SERVICES 1301 Piccard Drive Rockville, Maryland-20850-4320		LOCATION 1-147 148-152	NO. OF CU. FT. 152
D. PHONE NO. 240-777-3013 315-4184 (OR) 4185		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. Closed	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	7/02 to 12/02	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
1	0211888	-	0211917	# 5ch 1023-7A-4 Item 46 Disposal Date 1/06
2	0211918	-	0211954	
3	0212037	-	0212062	
4	0212133	-	0212165	
5	0212236	-	0212256	
6	0212257	-	0212334	
7	0212352	-	0212458	
8	0212404	-	0212453	
9	0212459	-	0212515	
10	0212516	-	0212609	
11	0212558	-	0212591	
12	0212610	-	0212634	
13	0212635	-	0212663	
14	0212664	-	0212687	
15	0212688	-	0212699	
16	0212700	-	0212712	

<u>17</u>	<u>0212738</u>	-	<u>0212759</u>
<u>18</u>	<u>0212760</u>	-	<u>0212773</u>
<u>19</u>	<u>0212777</u>	-	<u>0212808</u>
<u>20</u>	<u>0212809</u>	-	<u>0212827</u>
<u>21</u>	<u>0212828</u>	-	<u>0212892</u>
<u>22</u>	<u>0212893</u>	-	<u>0212908</u>
<u>23</u>	<u>0212949</u>	-	<u>0212980</u>
<u>24</u>	<u>0213015</u>	-	<u>0213045</u>
<u>25</u>	<u>0213067</u>	-	<u>0213113</u>
<u>26</u>	<u>0213114</u>	-	<u>0213128</u>
<u>27</u>	<u>0213144</u>	-	<u>0213177</u>
<u>28</u>	<u>0213197</u>	-	<u>0213209</u>
<u>29</u>	<u>0213210</u>	-	<u>0213295</u>
<u>30</u>	<u>0213377</u>	-	<u>0213403</u>
<u>31</u>	<u>0213482</u>	-	<u>0213519</u>
<u>32</u>	<u>0213520</u>	-	<u>0213539</u>
<u>33</u>	<u>0213612</u>	-	<u>0213699</u>
<u>34</u>	<u>0213700</u>	-	<u>0213759</u>
<u>35</u>	<u>0213760</u>	-	<u>0213851</u>
<u>36</u>	<u>0213937</u>	-	<u>0213970</u>
<u>37</u>	<u>0213902</u>	-	<u>0213931</u>
<u>38</u>	<u>0213971</u>	-	<u>0213987</u>
<u>39</u>	<u>0213989</u>	-	<u>0214021</u>
<u>40</u>	<u>0214022</u>	-	<u>0214116</u>
<u>41</u>	<u>0214121</u>	-	<u>0214191</u>
<u>42</u>	<u>0214117</u>	-	<u>0214266</u>
<u>43</u>	<u>0214267</u>	-	<u>0214498</u>

<u>44</u>	<u>0214350</u>	-	<u>0214430</u>
<u>45</u>	<u>0214431</u>	-	<u>0214470</u>
<u>46</u>	<u>0214471</u>	-	<u>0214495</u>
<u>47</u>	<u>0214500</u>	-	<u>0214517</u>
<u>48</u>	<u>0214518</u>	-	<u>0214535</u>
<u>49</u>	<u>0214536</u>	-	<u>0214638</u>
<u>50</u>	<u>0214791</u>	-	<u>0214823</u>
<u>51</u>	<u>0214825</u>	-	<u>0214849</u>
<u>52</u>	<u>0214850</u>	-	<u>0214871</u>
<u>53</u>	<u>0215062</u>	-	<u>0215090</u>
<u>54</u>	<u>0215091</u>	-	<u>0215116</u>
<u>55</u>	<u>0215342</u>	-	<u>0215360</u>
<u>56</u>	<u>0215361</u>	-	<u>0215386</u>
<u>57</u>	<u>0215387</u>	-	<u>0215411</u>
<u>58</u>	<u>0215412</u>	-	<u>0215430</u>
<u>59</u>	<u>0215431</u>	-	<u>0215453</u>
<u>60</u>	<u>0215454</u>	-	<u>0215477</u>
<u>61</u>	<u>0215478</u>	-	<u>0215502</u>
<u>62</u>	<u>0215533</u>	-	<u>0215556</u>
<u>63</u>	<u>0215586</u>	-	<u>0215604</u>
<u>64</u>	<u>0215605</u>	-	<u>0215630</u>
<u>65</u>	<u>0215707</u>	-	<u>0215911</u>
<u>66</u>	<u>0215750</u>	-	<u>0215818</u>
<u>67</u>	<u>0215828</u>	-	<u>0215857</u>
<u>68</u>	<u>0215929</u>	-	<u>0216002</u>
<u>69</u>	<u>0216012</u>	-	<u>0216085</u>
<u>70</u>	<u>0216086</u>	-	<u>0216141</u>

<u>71</u>	<u>0216147</u>	-	<u>0216193</u>
<u>72</u>	<u>0216269</u>	-	<u>0216308</u>
<u>73</u>	<u>0216359</u>	-	<u>0216410</u>
<u>74</u>	<u>0216656</u>	-	<u>0216777</u>
<u>75</u>	<u>0216778</u>	-	<u>0216837</u>
<u>76</u>	<u>0216764</u>	-	<u>0216858</u>
<u>77</u>	<u>0216863</u>	-	<u>0216891</u>
<u>78</u>	<u>0217046</u>	-	<u>0217077</u>
<u>79</u>	<u>0217078</u>	-	<u>0217139</u>
<u>80</u>	<u>0217140</u>	-	<u>0217181</u>
<u>81</u>	<u>0217182</u>	-	<u>0217516</u>
<u>82</u>	<u>0217617</u>	-	<u>0217660</u>
<u>83</u>	<u>0217738</u>	-	<u>0217784</u>
<u>84</u>	<u>0217785</u>	-	<u>0217815</u>
<u>85</u>	<u>0217816</u>	-	<u>0217869</u>
<u>86</u>	<u>0217870</u>	-	<u>0217901</u>
<u>87</u>	<u>0217902</u>	-	<u>0217984</u>
<u>88</u>	<u>0217985</u>	-	<u>0218022</u>
<u>89</u>	<u>0218023</u>	-	<u>0218070</u>
<u>90</u>	<u>0218071</u>	-	<u>0218115</u>
<u>91</u>	<u>0218116</u>	-	<u>0218168</u>
<u>92</u>	<u>0218169</u>	-	<u>0218215</u>
<u>93</u>	<u>0218216</u>	-	<u>0218245</u>
<u>94</u>	<u>0218246</u>	-	<u>0218299</u>
<u>95</u>	<u>0218318</u>	-	<u>0218359</u>
<u>96</u>	<u>0218424</u>	-	<u>0218485</u>
<u>97</u>	<u>0218486</u>	-	<u>0218557</u>

<u>98</u>	<u>0218558</u>	-	<u>0218580</u>
<u>99</u>	<u>0218581</u>	-	<u>0218652</u>
<u>100</u>	<u>0218678</u>	-	<u>0218695</u>
<u>101</u>	<u>0218758</u>	-	<u>0218774</u>
<u>102</u>	<u>0218775</u>	-	<u>0218792</u>
<u>103</u>	<u>0218793</u>	-	<u>0218901</u>
<u>104</u>	<u>0218970</u>	-	<u>0218999</u>
<u>105</u>	<u>0219000</u>	-	<u>0219035</u>
<u>106</u>	<u>0219117</u>	-	<u>0219157</u>
<u>107</u>	<u>0219158</u>	-	<u>0219202</u>
<u>108</u>	<u>0219208</u>	-	<u>0219235</u>
<u>109</u>	<u>0219236</u>	-	<u>0219267</u>
<u>110</u>	<u>0219203</u>	-	<u>0219307</u>
<u>111</u>	<u>0219268</u>	-	<u>0219376</u>
<u>112</u>	<u>0219308</u>	-	<u>0219339</u>
<u>113</u>	<u>0219379</u>	-	<u>0219546</u>
<u>114</u>	<u>0219605</u>	-	<u>0219632</u>
<u>115</u>	<u>0219633</u>	-	<u>0219666</u>
<u>116</u>	<u>0219725</u>	-	<u>0219756</u>
<u>117</u>	<u>0219757</u>	-	<u>0219793</u>
<u>118</u>	<u>0220184</u>	-	<u>0220211</u>
<u>119</u>	<u>0220486</u>	-	<u>0220522</u>
<u>120</u>	<u>0220688</u>	-	<u>0220701</u>
<u>121</u>	<u>0220702</u>	-	<u>0220807</u>
<u>122</u>	<u>0220808</u>	-	<u>0220823</u>
<u>123</u>	<u>0220824</u>	-	<u>0220840</u>
<u>124</u>	<u>0220841</u>	-	<u>0221015</u>

<u>125</u>	<u>0221079</u>	-	<u>0221118</u>
<u>126</u>	<u>0221119</u>	-	<u>0221153</u>
<u>127</u>	<u>0221154</u>	-	<u>0221195</u>
<u>128</u>	<u>0221196</u>	-	<u>0221215</u>
<u>129</u>	<u>0221216</u>	-	<u>0221249</u>
<u>130</u>	<u>0221250</u>	-	<u>0221282</u>
<u>131</u>	<u>0221283</u>	-	<u>0221322</u>
<u>132</u>	<u>0221323</u>	-	<u>0221385</u>
<u>133</u>	<u>0221386</u>	-	<u>0221447</u>
<u>134</u>	<u>0221610</u>	-	<u>0221643</u>
<u>135</u>	<u>0221651</u>	-	<u>0221680</u>
<u>136</u>	<u>0221736</u>	-	<u>0221767</u>
<u>137</u>	<u>0221860</u>	-	<u>0221875</u>
<u>138</u>	<u>0221876</u>	-	<u>0221890</u>
<u>139</u>	<u>0221891</u>	-	<u>0221910</u>
<u>140</u>	<u>0221911</u>	-	<u>0221928</u>
<u>141</u>	<u>0221929</u>	-	<u>0221945</u>
<u>142</u>	<u>0221946</u>	-	<u>0221963</u>
<u>143</u>	<u>0221964</u>	-	<u>0221980</u>
<u>144</u>	<u>0221981</u>	-	<u>0222001</u>
<u>145</u>	<u>0222002</u>	-	<u>0222021</u>
<u>146</u>	<u>0222022</u>	-	<u>0222038</u>
<u>147</u>	<u>0222039</u>	-	<u>0222054</u>
<u>148</u>	<u>0222055</u>	-	<u>0222076</u>
<u>149</u>	<u>0222111</u>	-	<u>0222241</u>
<u>150</u>	<u>0222175</u>	-	<u>0222211</u>
<u>151</u>	<u>0222245</u>	-	<u>0222305</u>



Pg 7

152

0222306 - 0222378

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E / PG # 1

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

DATE TRANSMITTAL SENT: 12, 10, 04.

A. AGENCY 1. 14 02 16		ACCESSION NO. 05W734	DATE REC'D 12-29-04
B. DIVISION/UNIT DHR			RM CODE 14.02.16
C. MAILING ADDRESS Montgomery County DEPARTMENT OF HEALTH AND HUMAN SERVICES 1301 Piccard Drive Rockville, Maryland 20850-4320		LOCATION RANGE SECTION(S) 34 16-17	NO. OF CU. FT. 62
D. PHONE NO. 240-777 <del>301-315</del> 4184 (OR) 4185		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Denise Watter		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	0315971 - 0316039	# 3ch 1023-7A-4 Item 53 Disposal Date 1/06 L.B. 1/27/06
2	0316040 - 0316124	
3	0316338 - 0316483	
4	0316484 - 0316557	
5	0316606 - 0316678	
6	0316679 - 0316761	
7	0316762 - 0317081	
8	0317082 - 0317645	
9	0317728 - 0318269	
10	0318270 - 0318313	
11	0318314 - 0318392	
12	0318393 - 0318546	
13	0318547 - 0318631	
14	0318711 - 0318774	
15	0318775 - 0318851	
16	0318918 - 0318994	

<u>17</u>	<u>0319126</u>	<u>0319188</u>
<u>18</u>	<u>0319189</u>	<u>0319226</u>
<u>19</u>	<u>0319496</u>	<u>0319552</u>
<u>20</u>	<u>0319587</u>	<u>0319656</u>
<u>21</u>	<u>0319737</u>	<u>0319908</u>
<u>22</u>	<u>0319951</u>	<u>0320013</u>
<u>23</u>	<u>0320014</u>	<u>0320086</u>
<u>24</u>	<u>0320087</u>	<u>0320159</u>
<u>25</u>	<u>0320246</u>	<u>0320437</u>
<u>26</u>	<u>0320444</u>	<u>0320518</u>
<u>27</u>	<u>0320519</u>	<u>0320592</u>
<u>28</u>	<u>0320931</u>	<u>0321112</u>
<u>29</u>	<u>0321113</u>	<u>0321193</u>
<u>30</u>	<u>0321194</u>	<u>0321268</u>
<u>31</u>	<u>0321300</u>	<u>0321378</u>
<u>32</u>	<u>0321379</u>	<u>0321440</u>
<u>33</u>	<u>0321470</u>	<u>0321898</u>
<u>34</u>	<u>0321899</u>	<u>0322019</u>
<u>35</u>	<u>0322020</u>	<u>0322316</u>
<u>36</u>	<u>0322317</u>	<u>0322391</u>
<u>37</u>	<u>0322415</u>	<u>0322492</u>
<u>38</u>	<u>0322493</u>	<u>0322574</u>
<u>39</u>	<u>0322575</u>	<u>0322678</u>
<u>40</u>	<u>0322679</u>	<u>0322735</u>
<u>41</u>	<u>0322736</u>	<u>0322798</u>
<u>42</u>	<u>0322952</u>	<u>0323093</u>
<u>43</u>	<u>0323115</u>	<u>0323194</u>



14.02.18	DHR	<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			
Queen Anne's County Social Services			
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.				
04W236	FMIS / Smart Payments	1023-7	34	1991 - 1998	5	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 — 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. Queen Anne's County D.S.S.		<b>ACCESSION NO.</b> 04W236	<b>DATE REC'D</b> 9-25-03
<b>B. DIVISION/UNIT</b> LGA		<b>LOCATION</b> <b>RANGE</b> <b>SECTION(S)</b> 5                      8	<b>RM CODE</b> 14.02.18
<b>C. MAILING ADDRESS</b> 120 Broadway Centreville, MD 21617			<b>NO. OF CU. FT.</b> 5
<b>D. PHONE NO.</b> 410-758-8000		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Marybeth Downes		<b>TO BE COMPLETED AT  STATE RECORDS MANAGEMENT CENTER</b>	
<b>2. BOX NUMBERS</b> 1-5	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b> Fmis/Smart payments #1 11/91-12/07 #2 1/98-2/98 #3 3/98-4/98 #4 9/97-10/97 #5 4/98-5/98	<b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b> Sch#1037.7 item 34 Disposal <del>11/05</del> Jan. 2006  Disposal 1/24/06 jpp	

14.02.21	DHR	<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			
Talbot County Social Services			
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.				
05W444	Child Support - Absent Parent Records	1023-7A4	27	2003	17	1/2006	RECYCLE

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

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

EE

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 of print clearly all entries

A. Agency 1. Talbot County Department of Social Services		Accession No. <b>05W444</b>	Date Rec'd <b>11-16-04</b>
			Rm Code <b>14.02.21</b>
B. Division/Unit Child Support		Location Range Selection <b>18 23</b>	No. of Cu Ft. <b>17</b>
C. Mailing Address 10 S. Hanson Street P.O. Box 1479 Easton, MD 21601		Records Center Manager	
D. Phone Number 410-822-1617		To Be Completed at State Records Management Center	
E. Agency Official Patricia W. Davis <i>Patricia W Davis</i>			
2. Box Numbers	3. Description of records With inclusive dates		4. Disposal authority Schedule, item no., disposal date
1	Child Support-Absent Parent Records R. Acevedo - L. Butler		9/2003 Item no. 27 SCHEDULE 1023-7 A-4  DISPOSAL DATE: <del>2005</del> <i>January 2006</i>  <i>4/24/06</i>  <i>L. Bryant</i>
2	Child Support-Absent Parent Records N. Cain - J. Curtis		
3	Child Support-Absent Parent Records D. Daissey - D. Freeman		
4	Child Support Absent Parent Records J. Gabriel - H. Hull		
5	Child Support Absent Parent Records A. Jackson - D. Kording		
6	Child Support-Absent Parent Records D. Labelle - C. Mitchelle		
7	Child Support-Absent Parent Records R. Molden - J. Pruey		



05W444

- 8 Child Support-Absent Parent Records  
S. Rada - G. Slaughter
- 9 Child Support-Absent Parent Records  
R. Stacey - M. Tyler
- 10 Child Support-Absent Parent Records  
R. Ukusoi - J. Willis
- 11 Child Support-Absent Parent Records  
A. Wilson - W. Young
- 12 Closed Child Support Records  
A - B
- 13 Closed Child Support Records  
C - F
- 14 Closed Child Support Records  
G - K
- 15 Closed Child Support Records  
L - Q
- 16 Closed Child Support Records  
R - U
- 17 Closed Child Support Records  
V - Z

14.02.22	DHR	<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			
Washington County Social Services			
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.				
97W1189	Child Protective Services	1023-7A4	49-A	1980	1	1/2006	RECYCLE
04W1001	Family Investment Closed & Retired Records	1023-7A4	45,46,47	2002	335	1/2006	RECYCLE
04W1002	Services Case Records Series I	1023-7A4	48	2002	33	1/2006	RECYCLE

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

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

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. WASHINGTON CO. DEPARTMENT OF SOCIAL SERVICES	ACCESSION NO.  <div style="font-size: 2em; font-family: cursive;">97W1189</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">5-20-97</div>
B. DIVISION/UNIT Adult, Child and Family Services	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">163 7</div>	FM CODE <div style="font-size: 1.5em; font-family: cursive;">14.0222</div>
C. MAILING ADDRESS  P. O. Box 1419 Hagerstown, MD 21741	NO. OF CU. FT.  <div style="font-size: 2em; font-family: cursive;">1</div>	
D. PHONE NO. 301-791-6397	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jeanne Forcini	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	Service Case Records - Series II Including Child Protective Services 1/80 thru 12/80	1023-7-A-4 Item No. 49-A. Disposal Date - 1/2006  <div style="font-family: cursive; font-size: 1.2em;">                         J. Bryant                          2/23/06                     </div>

### RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 790-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE		ACCESSION NO.	DATE REC'D
		04W1001	14.02.22
2. AGENCY			5-20-04
3. DIVISION/UNIT		LOCATION - RANGE	NO. OF CU. FT.
Family Investment		SECTION(S)	335
4. MAILING ADDRESS		** SEE BELOW **	
70. Box 1419 Hagerstown, Md.		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL		PHONE NO.	
Dixie Smith - 240-420-2337		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)	
1-335	Family Investment closed + retired records 1/02 - 12/02	1023-7-A-4 Items #45, #46, #47	
	** LOCATION OF RECORDS **	Disposal Date 1/23/06	
175	BOXES - 1 - 175 RANGE - 29 SECTION 21-25	Disposal 1/23/06 L. B.	
144	BOXES - 176- 319 RANGE - 52 SECTION 12-16		
16	BOXES - 320- 335 RANGE - 49 SECTION 34		
Cydelle Bryant			

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

### RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 700-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1.		ACCESSION NO.	DATE REC'D
b) AGENCY Wash. Co. DSS		04W1001	14.02.22
c) DIVISION/UNIT Family Investment			5-20-04
d) MAILING ADDRESS P.O. Box 1419 Hagerstown, Md.		LOCATION - RANGE	NO. OF CU. FT.
e) AGENCY OFFICIAL Dixie Smith - 240-420-2337		SECTIONS ** SEE BELOW **	335
PHONE NO.		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
1-335  175 144 16	Family Investment closed + retired records 1/02 - 12/02  ** LOCATION OF RECORDS **  BOXES - 1 - 175 RANGE - 29 SECTION 21-25 BOXES - 176- 319 RANGE - 52 SECTION 12-16 BOXES - 320- 335 RANGE - 49 SECTION 34	1023-7-1A-4 Items #45, #46, #47  Disposal Date 1/23/06  Disposal 1/23/06 L. B.	

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### RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 780-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE		ACCESSION NO.	DATE REC'D
		04W1001	14.02.22
b) AGENCY			5-20-04
Wash. Co. DSS		LOCATION RANGE	NO. OF CU. FT.
c) DIVISION/UNIT		SECTION(S)	335
Family Investment		** SEE BELOW **	
d) MAILING ADDRESS		RECORDS CENTER MANAGER	
P.O. Box 1419			
Hagerstown, Md.			
e) AGENCY OFFICIAL	PHONE NO.	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
Dixie Smith	240-420-2337		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
1-335	Family Investment closed + retired records 1/02 - 12/02	1023-7-1A-4 Items #45, #46, #47	
	** LOCATION OF RECORDS **	Disposal Date 1/2006	
OK-175	BOXES - 1 - 175 RANGE - 29 SECTION 21-25		
144	BOXES - 176- 319 RANGE - 52 SECTION 12-16		
OK-16	BOXES - 320- 335 RANGE - 49 SECTION 34		

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E

ATTACHMENT D

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. WASHINGTON COUNTY DEPARTMENT OF SOCIAL SERVICES		ACCESSION NO. <b>04W1002</b>	DATE REC'D <b>5-20-04</b>
B. DIVISION/UNIT Adult, Child and Family Services		LOCATION RANGE SECTION(S) <b>106 1</b>	RM CODE <b>14.02.22</b>
C. MAILING ADDRESS P. O. Box 1419 Hagerstown, MD 21741			NO. OF CU. FT. <b>33</b>
D. PHONE NO. 240-420-2141		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jeanne Forcini		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 - 33	Service Case Records - Series I Including Service to Families with Children (SFC), Social Services to Adults (SSTA), In-Home Aide Service (IHAS), Request from Other Agency (ROA), Medicaid Waiver, Respite Care and Certified Adult Residential Environments (CARE),  1/2002 thru 12/2002	1023-7-A-4 Item No. 48 Disposal Date - 1/2006  <i>J. R. [Signature]</i> 2/23/06

14.02.24	DHR	<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			
Worcester County Social Services			
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.				
05W14	FIA - Service Case Records I	1023-7A4	48	2002	29	1/2006	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ June 30, 2006 Date
---------------------------------------	--	--------------------------------

DGS 550-2 (Rev. 1/93)



E

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of Human Resources		ACCESSION NO.  05W14	DATE REC'D 7-5-04
B. DIVISION/UNIT Worcester County Dept. of Social Services			RM CODE 14-02-24
C. MAILING ADDRESS 299 Commerce St PO Box 39 Snow Hill, MD 21863		LOCATION RANGE SECTION(S) 13 23	NO. OF CU. FT. 29
D. PHONE NO. 6800		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Paula Erdie, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. FIA DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	10/00 - 10/02	
1	Abdullah, Tynette - Ayers, Sheila	1023-7 A - 4 48  1/06 <i>Disposal</i> 1/24/06 <i>JPR</i>
2	Bagwell, Melinda - Beckett, Suevalue	
3	Bell, Rebecca - Butler, Tracie	
4	Cogswell, Samuel - Corbin, Sonya	
5	Caceres, Carlos - Clyburn, Dawn	
6	Copes, Alene - Czwartacki, Barbara	
7	Dailey, Theresa - Denolf, Elizabeth	
8	DeRosa, Joycc - Dzieklinski, Agnes	
9	East, Gary - Fields, Elaine	
10	Finkley, Lindoria - Franks, Kathryn	
11	Garrett, Doris - Gustus, Lori	
12	Hall, Elizabeth - Henry, Catherinc	
13	Hickman, Basis - Irvin, Zachary	
14	Jackson, April - Johnson, Everett	
15	Johnson, Keynetta - King, Ralph	
16	Lake, Alwinta - Lees, Gary	
17	Lilliston, Jessica - Martin, Larry	
18	Martin, Beverly - Miller, Vivian	
19	Millis, Phyllis - Muth, Esther	
20	Nelson, David - Purnell, Raymond	
21	Purnell, Selena - Romines, Cheryl	
22	Rosenberg, Anne - Showell, Beatrice	
23	Showell, Curtis - Swank, Thaddeus	
24	Tankard, Tamisha - Thornton, Phillip	
25	Tiller, Jerry - Vitelli, Jean	
26	Wade, Kenneth - Westman, William	
27	Whalcy, Darryl - Wright, Deborah	
28	Young, Alice - Ziemski, Anna	
29	Bagby, Cynthia - Heath, Janella	

14.03.01	DHR	<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			
Family Investment Administration Division of Quality Control			
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.				
02W831	Quality Control Active Temporary Cash Assistance Sample	1023-7	55	1999 - 2000	16	1/2006	RECYCLE
02W832	Quality Control Active Food Stamps Sample	1023-7	59	1999 - 2000	74	1/2006	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2006
Signature	Title	Date

E.

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. DEPARTMENT OF HUMAN RESOURCES	<b>ACCESSION NO.</b>  02W831	<b>DATE REC'D</b> 4-3-02
<b>B. DIVISION/UNIT</b> FAMILY INVESTMENT ADMINISTRATION DIVISION OF QUALITY CONTROL		<b>RM CODE</b> 14.03.01
<b>C. MAILING ADDRESS</b> 311 W. SARATOGA STREET BALTIMORE, MARYLAND 21201	<b>LOCATION SELECTION(S)</b> RANGE      SELECTION(S) 30            12	<b>NO. OF CU. FT.</b> 16
<b>D. PHONE NO.</b> 410-767-7942	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> THERESA GREEN	<b>TO BE COMPLETED AT          STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DIPOSAL DATE
1-16	<p>QUALITY CONTROL ACTIVE TEMPORARY CASH ASSISTANCE SAMPLE - OCTOBER, 1999 - SEPTEMBER, 2000</p> <p>QC Active TCA Review Envelope, form DHR/QC-25, with contents; each review envelope identified by a sequential QC review number. All review envelopes are filed in numerical order.</p> <p>Box #1 (10001 - 10030)            Box #2 (10031 - 10060)            Box #3 (10061 - 10085)            Box #4 (10086 - 10110)            Box #5 (10111 - 10133)            Box #6 (10134 - 10154)            Box #7 (10155 - 10182)            Box #8 (10183 - 10206)            Box #9 (10207 - 10230)            Box #10 (10231 - 10255)            Box #11 (10256 - 10274)            Box #12 (10275 - 10292)            Box #13 (10293 - 10324)            Box #14 (10325 - 10342)            Box #15 (10343 - 10357)            Box # 16 (10358-10369)</p>	<p>Schedule 1023-7</p> <p>Retain item 55 for five (5) years or until all audit requirements are fulfilled, then destroy.</p> <p>Disposal Date            January, 2006</p> <p><i>Disposal</i>            1/20/06  <i>[Signature]</i></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

<p>A. AGENCY 1. DEPARTMENT OF HUMAN RESOURCES</p>	<p>ACCESSION NO.  02W1832</p>	<p>DATE REC'D 4-3-02</p>
<p>B. DIVISION/UNIT FAMILY INVESTMENT ADMINISTRATION DIVISION OF QUALITY CONTROL</p>		<p>RM CODE 14.03.01</p>
<p>C. MAILING ADDRESS 311 W. SARATOGA STREET BALTIMORE, MARYLAND 21201</p>	<p>RANGE LOCATION SELECTION(S)  30 12-14</p>	<p>NO. OF CU. FT.  74</p>
<p>D. PHONE NO. 410-767-7942</p>	<p>RECORDS CENTER MANAGER  <i>Beth Fisher</i> <i>410-767-8919</i></p>	
<p>E. AGENCY OFFICIAL THERESA GREEN</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DIPOSAL DATE
<p>1-19</p>	<p>QUALITY CONTROL ACTIVE FOOD STAMPS SAMPLE - OCTOBER, 1999 TO SEPTEMBER 2000. QC Review Envelope, form DHR/QC-25, with contents; each envelope identified by a review number indicating a geographic sampling area (stratified) -Anne Arundel Co. (401's-421's), Baltimore City (402's-422's), Baltimore Co. (403's-423's), Montgomery County (404's-424's), Prince George's Co., (405's-425's), Remainder of State (406's-426's).</p> <p>Box #1 (401001 - 401018) Box #2 (401019 - 401037) Box #3 (401038 - 401055) Box #4 (401056 - 401070) Box #5 (401071 - 401088) Box #6 (401089 - 401105) Box #7 (401106 - 421005) Box #8 (421006 - 421023) Box #9 (421024 - 402016) Box #10 (402017 - 402036) Box #11 (402040 - 402059) Box #12 (402060 - 402082) Box #13 (402083 - 402100) Box #14 (402101 - 402116) Box #15 (402117 - 402134) Box #16 (402135 - 402150) Box #17 (402151 - 402169) Box #18 (402170 - 402189) Box #19 (402190 - 402210)</p>	<p>SCHEDULE 1023-7 Retain item 59 for five (5) years or until all audit requirements are fulfilled, then destroy. Disposal Date, January, 2006</p> <p><i>Disposal</i> <i>1/20/06</i> <i>[Signature]</i></p>

DEPARTMENT OF GERNERAL 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. DEPARTMENT OF HUMAN RESOURCES		<b>ACCESSION NO.</b>  026832	<b>DATE REC'D</b>  
<b>B. DIVISION/UNIT</b> FAMILY INVESTMENT ADMINISTRATION DIVISION OF QUALITY CONTROL			<b>RM CODE</b>  
<b>C. MAILING ADDRESS</b> 311 W. SARATOGA STREET BALTIMORE, MARYLAND 21201		<b>RANGE</b>  30	<b>LOCATION SELECTION(S)</b>  12-14
<b>D. PHONE NO.</b> 410-767-7942		<b>NO. OF CU. FT.</b>  	
<b>E. AGENCY OFFICIAL</b> THERESA GREEN		<b>RECORDS CENTER MANAGER</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>3. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DIPOSAL DATE</b>	
20-43	QUALITY CONTROL ACTIVE FOOD STAMPS SAMPLE - OCTOBER, 1999 - SEPTEMBER, 2000  Box #20 (402211 - 402231) Box #21 (402232 - 402250) Box #22 (402251 - 402270) Box #23 (402271 - 402286) Box #24 (402287 - 402303) Box #25 (402304 - 402320) Box #26 (402321 - 402335) Box #27 (402336 - 402351) Box #28 (402352 - 422012) Box #29 (422013 - 422029) Box #30 (422031 - 422044) Box #31 (403001 - 403020) Box #32 (403021 - 403039) Box #33 (403040 - 403056) Box #34 (403057 - 403073) Box #35 (403074 - 403090) Box #36 (403091 - 403108) Box #37 (403109 - 403132) Box #38 (403133 - 403152) Box #39 (403153 - 423008) Box #40 (423009 - 404007) Box #41 (404008 - 404027) Box #42 (404028 - 404050) Box #43 (404051 - 404070)	Schedule 1023-7  Disposal Date January, 2006	

*Beth Fisher*  
410-767-8919

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. DEPARTMENT OF HUMAN RESOURCES		<b>ACCESSION NO.</b>  02W832	<b>DATE REC'D</b>  
<b>B. DIVISION/UNIT</b> FAMILY INVESTMENT ADMINISTRATION DIVISION OF QUALITY CONTROL			<b>RM CODE</b>  
<b>C. MAILING ADDRESS</b> 311 W. SARATOGA STREET BALTIMORE, MARYLAND 21201		<b>RANGE</b>  30	<b>LOCATION SELECTION(S)</b>  12-14
<b>D. PHONE NO.</b> 410-767-7942		<b>NO. OF CU. FT.</b>  	
<b>E. AGENCY OFFICIAL</b> THERESA GREEN		<b>RECORDS CENTER MANAGER</b>  	
		<b>TO BE COMPLETED AT  STATE RECORDS MANAGEMENT CENTER</b>	
<b>2. BOX NUMBERS</b>	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b>	<b>3. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DIPOSAL DATE</b>	
44-66	QUALITY CONTROL ACTIVE FOOD STAMPS SAMPLE - OCTOBER, 1999 - SEPTEMBER, 2000  Box #44 (404071 - 404088) Box #45 (404089 - 404104) Box #46 (404105 - 405006) Box #47 (405007 - 405021) Box #48 (405022 - 405038) Box #49 (405039 - 405056) Box #50 (405057 - 405073) Box #51 (405074 - 405089) Box #52 (405090 - 405104) Box #53 (405105 - 405121) Box #54 (405122 - 405139) Box #55 (405140 - 405153) Box #56 (405154 - 425011) Box #57 (425012 - 406011) Box #58 (406012 - 406028) Box #59 (406029 - 406045) Box #60 (406046 - 406063) Box #61 (406064 - 406078) Box #62 (406079 - 406092) Box #63 (406093 - 406109) Box #64 (406110 - 406124) Box #65 (406125 - 406141) Box #66 (406142 - 406156)	Schedule 1023-7  Disposal Date January, 2006	

*Beth Fitzer*  
410-767-8919

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY I. DEPARTMENT OF HUMAN RESOURCES		ACCESSION NO.  <b>02W832</b>	DATE REC'D
B. DIVISION/UNIT FAMILY INVESTMENT ADMINISTRATION DIVISION OF QUALITY CONTROL		RM CODE	
C. MAILING ADDRESS 311 W. SARATOGA STREET BALTIMORE, MARYLAND 21201		RANGE  <b>30</b>	LOCATION SELECTION(S)  <b>12-14</b>
D. PHONE NO. 410-767-7942		NO. OF CU. FT.	
E. AGENCY OFFICIAL THERESA GREEN		RECORDS CENTER MANAGER	
<b>TO BE COMPLETED AT                  STATE RECORDS MANAGEMENT CENTER</b>			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DIPOSAL DATE	
67-74	QUALITY CONTROL ACTIVE FOOD STAMPS SAMPLE - OCTOBER, 1999 - SEPTEMBER, 2000  Box #67 (406157 - 406175) Box #68 (406176 - 406193) Box #69 (406194 - 406211) Box #70 (406212 - 406227) Box #71 (406228 - 406243) Box #72 (406244 - 406258) Box #73 (426001 - 426014) Box #74 (426015 - 426028)	Schedule 1023-7  Disposal Date January, 2006	

*Box #74  
 410-767-8919*

R-30

S-12-14

① SPACE  
(S-14)



14.03.02	DHR	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
Family Investment Administration Disability Entitlement Advocacy Program		
Division or Unit		

**Department of General Services**  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

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**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.				
04W525	Closed Case Files on Deap Cases	1023-7		2001	200	1/2006	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2006
Signature	Title	Date

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. DEPARTMENT OF HUMAN RESOURCES		ACCESSION NO. <b>04W525</b>	DATE REC'D <b>12-5-03</b>
B. DIVISION/UNIT FAMILY INVESTMENT ADMINISTRATION DISABILITY ENTITLEMENT ADVOCACY PROGRAM		LOCATION RANGE SECTION(S) <b>** SEE BELOW **</b>	RM CODE <b>14.03.02</b>
C. MAILING ADDRESS 301 NORTH CHARLES STREET, SUITE 100 BALTIMORE, MARYLAND 21201		NO. OF CU. FT. <b>200</b>	RECORDS CENTER MANAGER
D. PHONE NO. (410) 435-7884 EXT: 217		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL DALTON JOURNEE			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 - 200	<p>CLOSE CASE FILES ON DEAP CASES THAT WERE CLOSED BETWEEN JANUARY 1ST 2001 AND DECEMBER 31ST 2001</p> <p><b>OCT 15 2003</b></p> <p><b>** LOCATION OF RECORDS **</b></p> <p>BOXES 1 - 95 RANGE 22 SECTION 10 - 12 - <b>95</b>            BOXES 96 - 200 RANGE 22 SECTION 15 - 17 - <b>105</b>  <b>200</b></p>	<p>SCHEDULE <u>1023-7</u></p> <p>RETAIN ITEMS FOR (4) YEARS OR UNTIL ALL AUDIT REQUIREMENTS ARE FULFILLED, THEN DESTROY.</p> <p>DISPOSAL DATE: JANUARY 1ST 2006</p> <p><i>Disposed</i> <i>1-26-06</i></p> <p><i>[Signature]</i></p>

R-22

S-10-12 "Boxes 1 Through 95"

R-22

S-15-17 "Boxes 96 Through ~~177~~ 200"

<sup>Box</sup>  
~~Missing 177-200~~  
~~HAVE SPACES FOR THEM~~

S/S 6268 -



OCT 15 - 3



14.04.01	DHR	<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		
	Social Service Administration		
	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.				
04W969	Title & Federal Funding Eligibility Files	1023-7		2001	148	1/2006	RECYCLE

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

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

*E*  
*Handwritten notes:*  
Total  
Follow up  
to take

*Call per mail on  
March about these  
three boxes  
for preparation  
copy of same with*

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1378)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of Human Resources		ACCESSION NO. <b>04W1969</b>	DATE REC'D <b>5-13-04</b>
B. DIVISION/UNIT Social Services Administration			RM CODE <b>14.04.01</b>
C. MAILING ADDRESS 311 W. Joppa - atops St Baltimore, MD 21201		LOCATION RANGE SECTION(S) <b>47 6-9</b>	NO. OF CU. FT. <b>148</b>
D. PHONE NO. 410-767-7480		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Immanuel I. Okevorite		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
<del>1-100</del> 1-139	Title IV-E Federal Funding Eligibility Files. Boxes contain <del>the</del> cases closed or determined ineligible from January 1, 2001 to December 2001  (Total 139) and new replwork	January 2006  h. B. 1/23/06 -  * MISSING Boxes # 24, 36, 38, 39, 42, 109, 123, 130, 131

R. 47

S. 6-9

## MISSING BOXES

24, 36, 38, 39, 42, 123, 130-N-131

## ADDED BOXES

37-B, 97-B, 98-B, 119-B, 121-B-N-C

122-B,C,N-D / 132 B

DHR - SSA

04W969

1 - 23	23
24 - MISSING	1
25 - 35	11
36 - MISSING	1
37 A - 37 B	2
38 - MISSING	1
39 - MISSING	1
40 - 41	2
42 - MISSING	1
43 - 96	54
97 A + 97 B	2
98 A + 98 B	2
99 - 108	10
109 - MISSING	1
110 - 118	9
119 A + 119 B	2
120	1
121 A, 121 B + 121 C	3
122 A, 122 B, 122 C + 122 D	4
123 - MISSING	1
124 - 129	6
130 - MISSING	1
131 - MISSING	1
132 A + 132 B	2
133 - 138	6
	<hr/>
	148

*Valley Take in  
Revised Date work with you  
when you take others ; Jessal*

State of Maryland  
Department of Human Resources



Robert L. Ehrlich, Jr.  
Governor

Michael S. Steele  
Lt. Governor

Christopher J. McCabe  
Secretary

April 21, 2004

To: Charlie Evans, Administrator  
Support Operations Unit  
Office of Administrative Operations

From: <sup>SW</sup> Emmanuel I Okororie, Coordinator  
Federal Funding Program  
Social Services Administration

Re: Removal of Closed Eligibility Determination Files to Storage  
DHR-Department of Juvenile Services Title IV-E Foster Care Eligibility  
Determination Files

I am requesting the removal of one hundred thirty-nine (139) Title IV-E foster care eligibility determination boxes. The files are DHR property located on the 3<sup>rd</sup> floor office of Youth Assistant Unit, Department of Juvenile Services (DJS) headquarters at 120 W. Fayette Street. The contact person at this location is Carla Ward on 410-230-3342.

The boxes are marked as follows:

January 2004  
Disposal Date 01/06  
Box 1 - 139

Please retrieve these boxes at your earliest convenience and if you have any questions call me at 410-761-7480. Thank you.

C: Craig Adams  
Carla Ward  
Maurice Wood, DJS Youth Assistant Administrator



*Handwritten notes:*  
Total  
139  
139

*Handwritten notes:*  
Call per mail on  
March about these boxes  
for the purpose of  
copying them into  
the new system

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-789-1378)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of Human Resources		ACCESSION NO. <b>04W969</b>	DATE REC'D <b>5-13-04</b>
B. DIVISION/UNIT Social Services Administration			RM CODE
C. MAILING ADDRESS 311 W. Joppa St Baltimore, MD 21201		LOCATION RANGE SECTION(S) <b>47 6-9</b>	NO. OF CU. FT. <b>148</b>
D. PHONE NO. 410-767-7480		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Immanuel J. Odeyoko		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
1-109 1-139	Title IV-E Federal Funding Eligibility Files. Boxes contain <del>the</del> cases closed or determined ineligible from January 1, 2001 to December 2001  (Total 139) and new repollwork  BOXES MISSING at time of receipt 24, 36, 38, 39, 42, 109, 123, 130, 131	January 2006

DHR - SSA 04W969

1 - 23	23
24 - MISSING	1
25 - 35	11
36 - MISSING	1
37 A - 37 B	2
38 - MISSING	1
39 - MISSING	1
40 - 41	2
42 - MISSING	1
43 - 96	54
97 A + 97 B	2
98 A + 98 B	2
99 - 108	10
109 - MISSING	1
110 - 118	9
119 A + 119 B	2
120	1
121 A, 121 B + 121 C	3
122 A, 122 B, 122 C + 122 D	4
123 - MISSING	1
124 - 129	6
130 - MISSING	1
131 - MISSING	1
132 A + 132 B	2
133 - 138	6
	<hr/>
	148

14.06.03	DHR	<b>Department of General Services</b> <b>Records Management Division</b> 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			
Child Care Administration Aberdeen			
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.				
03W941	Family Day Care Registration Records	1778	21	2000	8	1/2006	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	June 30, 2006 Date
------------------------------	---------------------------------	-----------------------

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 700-1370)

*PO BOX 275, Jessup, MD 20794*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY

Department of Human Resources

D. DIVISION/UNIT

Child Care Administration - Region XI

C. MAILING ADDRESS

413 W. Bel Air Avenue  
Aberdeen, Maryland 21001

D. PHONE NO.

1-800-343-0955

E. AGENCY OFFICIAL

Gary Kosyjana

ACCESSION NO.

*03W941*

DATE REC'D

*5-14-03*

FM CODE

*14.06.03*

LOCATION

RANGE SECTION(S)

*64 23*

NO. OF CU. FT.

*8*

RECORDS CENTER MANAGER

TO BE COMPLETED AT  
STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS

3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

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

1,2,3,4,5,6

Family Day Care Registration records 01/2000 - 09/2000

1778-21 01/2006

7,8

Family Day Care Registration Records 10/2000 - 12/2000

1778-21 01/2006

*L. Bryant*  
*1/24/06*

14.06.04	DHR	<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			
Child Care Administration Rockville			
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.				
05W524	Family Day Care Case Records	1778	21	2000	13	1/2006	RECYCLE

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

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

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

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF HUMAN RESOURCES		ACCESSION NO <b>05W1524</b>	DATE REC'D <b>12.2.04</b>
B. DIVISION/UNIT CHILD CARE ADMINISTRATION REGION - 5			RM CODE <b>14.06.04</b>
C. MAILING ADDRESS: 51 MONROE PLACE, STE.#200 ROCKVILLE, MD. 20850  311 WEST SARATOGA STREET BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) <b>38 9</b>	NO. OF CU. FT. <b>13</b>
D. PHONE NO.  (410) 767-7799		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL  LATANYA MCEACHIN		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS #13	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
#1	AGNES, K. - BRASTED, K. (2000) FDC/CASE RECORDS	1778: ITEM #21
#2	BRITTON, T. - CLISTER, J. (2000) FDC/CASE RECORDS	1778: JAN. 2006
#3	COHEN, E. - EGGLESTON, A. (2000) FDC/CASE RECORDS	1778:
#4	EISENHOWER, D. - GARRETT, M. (2000) FDC/CASE RECORDS	1778:
#5	GATES, J. - HAYES, G. (2000) FDC/CASE RECORDS	1778:
#6	HENNY, K. - JOHNSON, V. (2000) FDC/CASE RECORDS	1778:
#7	KALRA, M. - KUNWAR, B. (2000) FDC/CASE RECORDS	1778:
#8	LAWTON, A. - MEDDINGS, L. (2000) FDC/CASE RECORDS	1778:
#9	MEKERDIPIAN, S. - NAISMITH, M. (2000) FDC/CASE RECORDS	1778:
#10	NIBBERS, S. - QUAN, M. (2000) FDC/CASE RECORDS	1778:
#11	PALMER, S. - ROBLES, I. (2000) FDC/CASE RECORDS	1778:
#12	ROBB, C. - TYABA, I. (2000) FDC/CASE RECORDS	1778:
#13	ULMAN, M. - ZUCKER, T. (2000) FDC/CASE RECORDS	1778:

*A.B -*  
*4/25/06*

14.06.07	DHR	<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			
Child Care Administration Ellicott City			
Division or Unit			

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
01W1073	Family Day Care Closed Files	1778	21	2000	7	1/2006	RECYCLE
01W1074	Credentials	1778	21	2000	6	1/2006	RECYCLE

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

\_\_\_\_\_  
 Charlie P Lopez  
 Signature
 

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

 \_\_\_\_\_  
 June 30, 2006  
 Date

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

<p>A. AGENCY 1. DEPARTMENT OF HUMAN RESOURCES</p>	<p>ACCESSION NO. <b>01W1073</b></p>	<p>DATE REC'D <b>6-12-01</b></p>
<p>B. DIVISION/UNIT CHILD CARE ADMINISTRATION</p>	<p>RM CODE <b>14.06.07</b></p>	
<p>C. MAILING ADDRESS 3300 N. Ridge Road, Suite 190 Ellicott City, MD 21043</p>	<p>LOCATION RANGE SECTION(S) <b>40 10</b></p>	<p>NO. OF CU. FT. <b>7</b></p>
<p>D. PHONE NO. 410- 750-8770</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL Janice Burris , Regional Manager</p>	<p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
00-1	Family Day Care Closed Files (A - C) 1/1/00 - 12/31/00	<del>1205;21</del> Jan. 2006 <i>Sched # 177.8</i>
00-2	Family Child Care Closed Files (C - G) 1/1/00 - 12/31/00	<del>1205;21</del> Jan. 2006
00-3	Family Child Care Closed Files (G - L) 1/1/00 - 12/31/00	<del>1205;21</del> Jan. 2006
00-4	Family Child Care Closed Files (L - O) 1/1/00 - 12/31/00	<del>1205;21</del> Jan. 2006
00-5	Family Child Care Closed Files (P - S) 1/1/00 - 12/31/00	<del>1205;21</del> Jan. 2006
00-6	Family Child Care Closed Files (S - W) 1/1/00 - 12/31/00	<del>1205;21</del> Jan. 2006
00-7	Family Child Care Closed Files (La - Z) 1/1/00 - 12/31/00	<del>1205;21</del>

*K.B. -  
4/25/06 -*



## BOX 1

<u>NAME</u>	<u>LICENSE #</u>	<u>CLOSED</u>
Abrams, Deana	79975	8/25/00
Albertsen, Randi	64475	9/21/99
Ali, Ruquia	24892	8/31/00
Anderson, Rhonda	72930	5/29/00
Anderson, Tanya	57473	3/06/00
Apodaca, Gale	81848	9/10/00
Artis, Martha	701849	12/3/97
Asare, Tammy	98579	9/12/00
Barnett, Sheryll	54645	3/14/00
Bartelt, Kathryn	78477	8/02/00
Beck, Monica	74231	3/20/00
Berube, Rebecca	25151	9/11/00
Boyko, Susan	84420	4/17/00
Black, Nancy	25021	11/30/00
Blattau, Carol	41767	10/2/00
Bradley, Evelyn	25562	8/15/00
Brigham, Tamatha	93360	2/09/00
Bruce, Nancy	75789	4/29/00
Bullock, Valentine	80393	6/26/00
Campbell, Elizabeth	56667	2/07/00

Carroll, Deborah	97479	10/18/00
Christy, Carol	79243	3/13/00
Collier, Lisa	57878	8/08/00
Colliflower, Deborah	25199	1/28/00

**BOX 2**

Clarke, Mary	55580	8/23/00
Coufal, Theresa	25436	6/09/00
Day, Erin	25454	12/7/00
Davis, Karen	91948	5/02/00
Delgrosso, Lorena	43400	3/31/00
Dempsey, Janine	64289	12/28/00
Dengler, Jean	41766	6/28/00
Dillinger, Kimberly	72530	2/17/00
Dohler, Thomas	73411	12/28/00
Dugan, Claudia	56792	8/15/96
Durantaye, Melanie	52882	8/23/00
Eassa, Linda	25030	8/04/00
Ernst, Doni	25507	12/11/00
Evich, Maureen	75076	?
Flynn, Tara	69945	3/14/00
Foster, Erin	57471	5/01/00

Fox, Mary	58576	3/13/00
Frey, Karen	65053	8/17/00
German, Mary	32673	12/20/00
Glover, Stephanie	25104	9/30/00
Gies, Ruth	78772	8/07/00
Goodman, Martha	24831	8/28/00

**BOX 3**

Goodwin, Jacueline	66015	4/20/00
Goodwin, Michelle	88197	2/16/00
Gray, Danielle	69956	12/7/00
Green, Christina	78776	7/10/00
Green, Joan	76022	8/12/00
Greene, Laura	58262	8/01/00
Gupta, Auju	58262	10/16/98
Hamby, Mary	25589	2/24/00
Hamsher, Kimberly	87770	11/20/00
Hanks, Jean	39790	6/30/00
Harder, Michelle	78966	8/03/00
Harless, Tamera	59555	6/12/00
Harris, Susan	75075	3/04/00
Haslup, Judy	78474	9/10/00
Holmes, Monica	47749	12/7/00

Horton, Edie	25283	10/18/00
Hulett, Laura	59105	9/19/00
Izzi, Rochelle	76023	4/24/00
Jannetti, Patricia	57077	6/13/00
Joubert, Jill	25428	5/28/00
Joyce, Michelle	93693	6/14/00
Keenan, Teria	80919	11/12/00
Khan, Naureen	80508	4/18/00
Khatib, Jean	74635	3/16/00
Kupec, Michelle	79589	8/10/00
Lagola, Judy	43768	4/18/00
Land, Sharon	25211	12/13/00

**BOX 4**

Lloyd, Sophia	81820	10/21/00
Lovend, Monica	34912	12/13/00
Marsteller, Erin	70131	6/12/00
Marshall, Lynette	57305	10/11/00
Massuda, Susan	58267	6/27/00
McDonald, Theresa	38899	11/30/00
McKenna, Laura	67357	12/7/00
McPherson, Kerry	94663	8/02/00
Meoli, Donna	69473	4/18/00

Milbry, Joyce	91538	6/29/00
Mohamed, Taria	65411	2/07/00
Moore, Bernadette	85744	12/31/00
Moody, Cheryl	98839	11/27/00
Morgan, Lorraine	75945	5/19/00
Morgan, Mittie	57384	5/13/00
Mazaherian, Iran	25466	8/13/00
Munoz, Josephine	73313	3/07/00
Murdock, Shirley	25558	12/7/00
Naylor, Sharon	75337	4/03/00
Nagle, Rita	46346	9/29/00
Nazir, Zunara	95119	9/26/00
Noppinger, Doreen	55745	3/15/00
O'Neil, Pamela	72489	8/29/00

**BOX 5**

Page, Rosia	44155	10/31/00
Pack, Diane	25395	2/28/00
Payne, Deborah	71520	1/02/97
Pearsall, Jessica	87130	2/03/00
Portuesi, Lori	82455	5/03/00
Popp, Jeannette	81862	3/25/00

Powell, Claribel	79864	4/12/00
Pyles, Rhoshanda	90529	9/28/00
Queen, Shelley	88592	7/27/00
Raza, Hina	95326	6/26/00
Retta, Zewditu	51194	12/28/00
Rocco, Judy	25149	11/9/00
Roessler, Dorinda	68159	5/16/00
Rothemund, Herta	24810	9/21/00
Sanderson, Sherry	32478	9/27/00
Saple, Pramila	57591	8/04/00
Sellers, Dawn	70947	11/24/99
Schmugge, Lisa	59672	1/21/00
Scott, Mary	59109	6/12/00
Snell, Bernice	52130	3/13/00
Snyder, Patricia	31298	12/31/00
	<b><u>BOX 6</u></b>	
Shipley, Linda	25298	8/01/00
Snyder, Tina	44321	10/31/00
Snedding, Colleen	77326	6/05/00
Stampfer, Christine	85826	12/13/00
Stanton, Jacqueline	51840	2/02/00
States, Linda	25006	5/28/00
Steer, Rebecca	43769	12/31/00

Stephens, Mary	38479	11/3/00
Steinhorn, Wendy	25554	8/21/00
Stevens, Amy	46743	12/31/00
Stewart, Kim	81826	6/12/00
Tablada, Mary	85060	1/29/00
Thompson, Ann	78473	8/03/00
Trask, Karen	25326	8/24/00
Treger, Elizabeth	83851	6/26/00
Tyler, Kathleen	56037	12/3/99
Ward, Patricia	24824	8/31/00
Watts, Sonia	72268	2/06/00
Weaver, Dorothy	93362	6/09/00

**BOX 7**

Lawhon, Christie	61778	1/05/00
Lee, Ruth	54140	1/14/00
Low, Mevelyn	36285	1/18/00
Mastramico, Heather	88062	1/14/00
Werle, Kelly	91950	3/27/00
Wessels, Susan	86608	1/14/00
West, Lisa	57455	4/18/00
Wheatly, Krista	48029	8/04/00
Wheatly, Nathasha	57472	11/9/00

Wheeler, Cullie	25429	10/6/00
Whitaker, Linda	55581	7/13/00
White, Cathy	42831	8/08/00
Wilfong, Diane	25187	2/07/00
Willging, Lee Ann	62867	8/12/99
Williams, Barry	75313	1/25/97
Williams, Rose	44011	12/15/99
Winfield, Brenda	50362	10/22/99
Wing, Raquelle	76551	8/31/00
Wright, Lisa	78472	6/25/00
VanNurden, Ann	76336	5/11/00
Zavis, Amy	73671	7/08/00
Zaycer, Lorrie	55761	3/01/00
Zimbelman, Mary	76333	6/16/00



E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF HUMAN RESOURCES		ACCESSION NO. <i>01W1074</i>	DATE REC'D <i>6-12-01</i>
B. DIVISION/UNIT CHILD CARE ADMINISTRATION			RM CODE <i>14.06.07</i>
C. MAILING ADDRESS 3300 N. Ridge Road, Suite 190 Ellicott City, MD 21043		LOCATION RANGE SECTION(S) <i>40 10</i>	NO. OF CU. FT. <i>6</i>
D. PHONE NO. 410- 750-8770		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Janice Burris , Regional 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
	<i>2000</i>	
1	Credentials (A - K)	<i>Schedule # 1778</i> <del>1205; 21</del> Jan. 2006
2	Credentials (L - Z)	<del>1205; 21</del> Jan. 2006
3	Credentials	<del>1205; 21</del> Jan. 2006
4	Credentials	<del>1205; 21</del> Jan. 2006
5	Credentials	<del>1205; 21</del> Jan. 2006
6	Credentials	<del>1205; 21</del> Jan. 2006

*L.B.*  
*1/25/06*



2

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY DEPARTMENT OF HUMAN RESOURCES	ACCESSION NO:  <b>02W912</b>	DATE RECD <b>5-6-02</b>
DIVISION/UNIT CHILD CARE ADMINISTRATION Region IV	RANGE <b>1</b>	RM CODE <b>14.06.08</b>
MAILING ADDRESS <b>807 Brightseat Road</b> <del>311 W SARATOGA STREET</del> BALTIMORE, MD 21201	LOCATION SECTION(S) <b>25</b>	NO OF CU FT <b>11</b>
PHONE NO.  <b>(301) 808-7701</b>	RECORDS CENTER MANAGER	
AGENCY OFFICIAL  Evelyn Adebisi	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NUMBER DISPOSAL DATE
Total: 11		
	Closed Family Child Care Records 1/2000-12/2000	1778: Item 21 1778: January, 2006 1778: 1778: 1778: <i>Disposal</i> 1778: <i>1/24/06</i> <i>JPS</i>
1	A - D	1778:
2	E - G	1778:
3	H - Joh	1778:
4	Jon - L	1778:
5	M - N	1778:
6	O - Q	1778:
7	R - S	1778:
8	St - W	1778:
9	X - Z	1778:
	Closed Child Center Records	1778:
10	A - L	1778:
		1778:
11	L - Z	1778:
		1778:
		1778:
		1778:
		1778:

14.06.09	DHR
Reporting Agency	
Child Care Administration Westminster	
Division or Unit	

**Department of General Services**  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

Prepare in duplicate  
  
 Retain one (1) copy and  
 forward original to  
 address at left.

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## 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.				
05W279	Closed Child Care Homes	1778	21	1984 - 1996	4	1/2006	RECYCLE
05W280	Closed Child Care Homes	1778	21	2000	6	1/2006	RECYCLE

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

Charlie P Lopez <small>Signature</small>	Records Center Manager <small>Title</small>	June 30, 2006 <small>Date</small>
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*E*

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

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF HUMAN RESOURCES		ACCESSION NO. <b>05W279</b>	DATE REC'D <b>9-21-04</b>
3. DIVISION/UNIT CHILD CARE ADMINISTRATION - REGION XIII			RM CODE <b>14.06.09</b>
5. MAILING ADDRESS 1004 LITTLESTOWN PIKE, SUITE A2 WESTMINSTER, MD 21157		LOCATION RANGE SECTION(S) <b>37 13</b>	NO. OF CU. FT. <b>4</b>
D. PHONE NO. 410-751-5438		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOAN MYERS		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
	CLOSED CHILD CARE HOMES 3/84 - 12/96	
1	ANDALORA - LAFOLLETTE	SCHEDULE # 1778
2	MARSHALL - ZITTLE	ITEM # 21
3	BUSY BEES OF ST. JOHNS - PRESCHOOL FUNDAMENTALS	<del>DECEMBER, 2005</del>
4	RAISING HOPES INFANT CENTER - WILLOW COUNTRY DAY SCHOOL	<i>Jan. 2006</i>
		<i>Disposal</i> <i>1/20/06</i> <i>Jpl</i>

*E*

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

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF HUMAN RESOURCES		ACCESSION NO. <b>05W280</b>	DATE REC'D <b>9-21-04</b>
B. DIVISION/UNIT CHILD CARE ADMINISTRATION - REGION XIII			RM CODE <b>14.06.09</b>
C. MAILING ADDRESS 1004 LITTLESTOWN PIKE, SUITE A2 WESTMINSTER, MD 21157		LOCATION RANGE SECTION(S) <b>37 13</b>	NO. OF CU. FT. <b>6</b>
D. PHONE NO. 410-751-5438		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOAN MYERS		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
	CLOSED CHILD CARE HOMES 1/00 - 12/00	
1	ADAMS - DEYO	SCHEDULE # 1778 ITEM # 21 DECEMBER, <del>2000</del> <sup>2005</sup>  <i>Jan. 2006</i>  <i>Disposal</i> <i>1/20/06</i> <i>gpl</i>
2	DUVALL - GRIMES	
3	GUERIN - LEECH	
4	MABE - PIERORAZIO	
5	PIZZILLO - WAY	
6	WEISGERBER - YMCA SCHOOL AGE PROGRAM	