



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>98W 855</b>	DATE REC'D <b>5-28-98</b>
B. DIVISION/UNIT Automotive Safety Enforcement Division			RM CODE <b>34.01.01</b>
C. MAILING ADDRESS 6601 Ritchie Highway, Room 122 Glen Burnie, Md. 21062		LOCATION RANGE SECTION(S) <b>10 35</b>	NO. OF CU. FT. <b>5</b>
D. PHONE NO. (410) 768-1735		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>R. Joel Underwood</i> Captain R. Joel Underwood, Commander ASED		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	1996 Inactive Inspection Station Files 59, 133, 161, 216, 227, 622, 677, 791, 803, 1036, 1098, 1445, 1958, 2076, 2123, 2271	971-23A-1 Item #2300 January 2001  <i>Disposal</i>
2	2795, 2798, 2971, 3008, 3039, 3055, 3181, 3186, 3417, 3566, 3567, 3696, 3886, 3917, 4165, 4181, 4202, 4341, 4402, 4515, 4789, 4795, 4951, 4994, 5009, 5027, 5090, 5111	
3	5129, 5169, 5204, 5227, 5345, 5434, 5447, 5516, 5539, 5545, 5549, 5559, 5566, 5579, 5595, 5803, 5833, 5834, 5955, 5967, 5990, 6008, 6034, 6035, 6052, 6058, 6061, 6072, 6085.	
4	6102, 6105, 6119, 6128, 6134, 6148, 6150, 6165, 6176, 6188, 6203, 6205, 6207, 6216, 6219, 6225, 6229, 6241, 6246, 6247, 6255, 6256, 6257, 6289, 6297, 6301, 6310, 6313	
5	6315, 6320, 6321, 6345, 6357, 6364, 6372, 6373, 6376, 6377, 6379, 6381, 6384, 6388, 6392, 6393, 6395, 6433	

**RECORDS TRANSMITTAL AND RECEIPT**

*mailed 03/15/99*

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY Maryland State Police		ACCESSION NO. <b>00W482</b>	DATE REC'D <b>10-14-99</b>
3. DIVISION/UNIT Automotive Safety Enforcement Division			RM CODE <b>34.01.01</b>
5. MAILING ADDRESS 6601 Ritchie Hwy., Room 122 Glen Burnie, Md. 21062		LOCATION RANGE SECTION(S) <b>43 25</b>	NO. OF CU. FT. <b>5</b>
7. PHONE NO. (410) 768-1735		RECORDS CENTER MANAGER	
9. AGENCY OFFICIAL <i>Robert F. Bambarly</i> Lt. Robert F. Bambarly, Commander, ASE		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 1	15, 144, 249, 734, 778, 789, 894, 913, 1582, 1918, 2218, 2581, 2801, 2830, 3231, 3281, 3304, 3540, 3565, 3740	971-23A-1 Item #2300 January 2002  <i>Disposal</i>
Box 2	3933, 3946, 4028, 4146, 4185, 4195, 4223, 4287, 4527, 4687, 4701, 4800, 5058, 5063, 5106, 5122, 5215, 5248, 5249, 5255, 5295, 5303	
Box 3	5320, 5341, 5342, 5347, 5351, 5369, 5400, 5437, 5440, 5484, 5601, 5629, 5643, 5646, 5662, 5714, 5729, 5847, 5919, 5932, 5943, 5947, 5960, 5961	
Box 4	5969, 5994, 6040, 6084, 6086, 6092, 6179, 6195, 6198, 6239, 6260, 6267, 6274, 6300, 6311, 6326, 6344, 6350, 6363, 6366, 6375, 6396, 6403, 6406, 6412	
Box 5	6424, 6429, 6435, 6441, 6446, 6450, 6454, 6463, 6467, 6473, 6477, 6478, 6481, 6485, 6504, 6510, 6511, 6533, 6534, 6547, 6568, 6575	

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

CTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Maryland State Police	ACCESSION NO. <b>01W674</b>	DATE REC'D <b>3-28-01</b>
DIVISION/UNIT Automotive Safety Enforcement Division		RM CODE <b>34.01.01</b>
MAILING ADDRESS 6601 Ritchie Hwy., Room 122 Glen Burnie, Md. 21062	LOCATION RANGE SECTION(S) <b>3 24</b>	NO. OF CU. FT. <b>5</b>
PHONE NO. (410) 768-7388	RECORDS CENTER MANAGER	
AGENCY OFFICIAL Lt. R. F. Bambarly <i>Robert F. Bambarly</i> <b>8/31/00</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	1998 Inactive Md. Inspection Stations	
1	35, 65, 81, 686, 765, 1015, 1554, 1663, 2022, 2042 2559, 2688, 2748, 2984	971-23A-1 Item #2300 January 2003
2	3426, 3488, 3517, 3798, 3853, 3855, 4060, 4125, 4127, 4177, 4265, 4358, 4421, 4493, 4575, 4646, 4698, 4755	<i>Disposal</i>
3	4767, 4818, 4900, 5143, 5253, 5307, 5329, 5331, 5383, 5394, 5413, 5479, 5497, 5588, 5604, 5622, 5667, 5688, 5701, 5767, 5790, 5888, 5897, 5917, 5931	
4	5952, 5970, 5987, 5991, 6056, 6066, 6076, 6081, 6083, 6089, 6103, 6132, 6151, 6154, 6171, 6180, 6187, 6194, 6286, 6293, 6295, 6298, 6337, 6339, 6341, 6354	
5	6358, 6361, 6365, 6398, 6402, 6413, 6420, 6443, 6452, 6464, 6468, 6479, 6480, 6503, 6520, 6537, 6542, 6559, 6571, 6573, 6574, 6582, 6583, 6586, 6590, 6607, 6609, 6612, 6613, 6623, 6642, 6646, 6653, 6654, 6663, 6667, 6669, 6724, 6726	

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 789-1379)  
**RECORDS TRANSMITTAL AND RECEIPT**

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>01W1675</b>	DATE REC'D <b>3-28-01</b>
B. DIVISION/UNIT Automotive Safety Enforcement Division			RM CODE <b>34.01.01</b>
C. MAILING ADDRESS 6601 Ritchie Hwy., Room 122 Glen Burnie, Md. 21062		LOCATION RANGE SECTION(S) <b>4 1</b>	NO. OF CU. FT. <b>4</b>
D. PHONE NO. (410) 768-7388		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Lt. R. F. Bambarly <i>Robert F. Bambarly</i> <i>3/16/01</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
	1999 Inactive Md. Inspection Stations	
1	111, 160, 241, 255, 362, 545, 1134, 1632, 1888, 2144, 2666, 2865, 2872, 2963, 2973, 3135, 3192, 3849, 3920, 3930, 4235, 4284, 4306, 4317	971-23A-1 Item #2300
2	4325, 4403, 4502, 4599, 4717, 4749, 4810, 4862, 4892, 5112, 5155, 5246, 5291, 5299, 5311, 5572, 5602, 5611, 5614, 5639, 5661, 5724, 5832, 5836, 5845	January 2004 <i>Disposal</i>
3	5921, 5999, 6046, 6067, 6073, 6093, 6094, 6156, 6307, 6312, 6323, 6328, 6329, 6335, 6404, 6427, 6475, 6487, 6490, 6492, 6516, 6524, 6532, 6561, 6566	
4	6569, 6585, 6603, 6611, 6629, 6681, 6693, 6745, 6753, 6755, 6761, 6775, 6779, 6782, 6783, 6787, 6796, 6803, 6806, 6821, 6831, 6834, 6843, 6851, 6857, 6859, 6863	

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. Maryland State Police		ACCESSION NO. <b>03W484</b>	DATE REC'D <b>1-31-03</b>
B. DIVISION/UNIT Automotive Safety Enforcement Division			RM CODE <b>34.01.01</b>
C. MAILING ADDRESS 6601 Ritchie Hwy., Room 122 Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) <b>34 34</b>	NO. OF CU. FT. <b>6</b>
D. PHONE NO. 410-768-7388		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Robert F. Bambarly</i> Lt. Robert F. Bambarly - 3/19/2002		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	2000 Inactive Md, Inspection Station Files 88, 196, 220, 258, 277, 437, 517, 720, 1340, 1374, 1765, 1923, 2291, 2453, 2617, 2649, 2704, 2861, 2951, 2967, 2978	971-23A-1 Item #2300 January 2005
2	3172, 3233, 3301, 3524, 3624, 3701, 3801, 3820, 3859, 3877, 4079, 4290, 4414, 4424, 4667, 4670, 4683	<i>Disposal</i> <i>1/2005</i>
3	4840, 4910, 4926, 4982, 5053, 5138, 5151, 5171, 5224, 5382, 5390, 5432, 5517, 5637, 5683, 5798, 5814, 5849, 5905, 5936, 6016, 6063	
4	6111, 6116, 6167, 6190, 6217, 6228, 6230, 6233, 6253, 6281, 6314, 6319, 6320, 6352, 6371, 6383, 6410, 6411, 6422, 6438, 6444, 6445, 6460, 6508, 6521	
5	6602, 6634, 6677, 6683, 6684, 6688, 6690, 6692, 6700, 6701, 6707, 6708, 6715, 6718, 6719, 6722, 6723, 6746, 6747, 6756, 6759, 6764, 6771, 6773	
6	6786, 6797, 6798, 6801, 6812, 6816, 6819, 6824, 6825, 6841, 6871, 6872, 6873, 6877, 6879, 6884, 6887, 6891, 6896, 6897, 6898, 6899, 6904, 6907, 6908, 6920, 6927, 6934, 6938, 6939, 6941, 6947, 6948, 6950, 6955, 6960, 6963, 6967, 6975, 6976, 6987	

**KAREN**  
410-799-379

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>05W791</b>	DATE REC'D <b>1-12-05</b>
B. DIVISION/UNIT Automotive Safety Enforcement Division			RM CODE <b>34.01.01</b>
C. MAILING ADDRESS 6601 Ritchie Highway, Room 122 Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) <b>37 5</b>	NO. OF CU. FT. <b>6</b>
D. PHONE NO. 410-768-7388		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Robert F. Bambarly 2/12/04</i> Lt. Robert F. Bambarly, Commander, ASED		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
	2001 INACTIVE MD. INSPECTION STATION FILES	
1	64, 99, 129, 169, 1102, 1325, 1391, 1512, 1537, 1588, 1967, 2200, 2243, 2487, 2514, 2552, 2705, 2728, 2845, 2895	971-23A-1 Item #2300 January 2006 <i>Disposal</i>
2	2991, 3088, 3137, 3230, 3273, 3290, 3368, 3402, 3813, 4025, 4110, 4114, 4349, 4434, 4595, 4601, 4671, 4727, 4738, 4882, 4894	
3	4935, 4942, 4956, 4979, 5006, 5101, 5165, 5236, 5302, 5384, 5393, 5455, 5456, 5493, 5586, 5656, 5668, 5691, 5715, 5748, 5951	
4	5958, 5985, 5996, 6074, 6123, 6130, 6152, 6163, 6172, 6260, 6367, 6382, 6389, 6425, 6439, 6451, 6453, 6534, 6548, 6560, 6588, 6596, 6617, 6620, 6632	
5	6637, 6662, 6666, 6675, 6679, 6704, 6709, 6728, 6732, 6737, 6741, 6788, 6793, 6799, 6809, 6810, 6820, 6838, 6889, 6906, 6932, 6937, 6946, 6983, 6986, 6988, 6996	
6	7000, 7003, 7005, 7027, 7042, 7044, 7049, 7051, 7059, 7067, 7072, 7075, 7077, 7084, 7102, 7103, 7106, 7122	

*JAN 410-424-3771*





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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>96W1738</b>	DATE REC'D. <b>6-25-96</b>
B. DIVISION/UNIT Handgun Roster Board			RM CODE <b>34.01.04</b>
C. MAILING ADDRESS 1201 Reisterstown Road Pikesville, MD 21208		LOCATION RANGE SECTION(S) <b>40 24</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. (410) 653 - 4451		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Iris Birenbaum		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	<b>1989</b> Petition files 89001 through 89093, 89099	971-25-1, OPS 4-1 January 1, 2000 <i>Disposal</i>	

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>96W1739</b>	DATE REC'D <b>6-25-96</b>
B. DIVISION/UNIT Handgun Roster Board			RM CODE <b>34.01.04</b>
C. MAILING ADDRESS 1201 Reisterstown Road Pikesville, MD 21208		LOCATION RANGE SECTION(S) <b>40 24</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. (410) 653 - 4451		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Iris Birenbaum		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	<b>1990</b> Petition files 90001 through 90165	971-25-1, OPS 4-1 January 1, 2001 <i>Disposal</i>	

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>98W46</b>	DATE REC'D <b>7-28-97</b>	
B. DIVISION/UNIT Handgun Roster Board			RM CODE <b>34.01.04</b>	
C. MAILING ADDRESS 1201 Reisterstown Road Pikesville, MD 21208		LOCATION RANGE SECTION(S) <b>7 12</b>		NO. OF CU. FT. <b>1</b>
D. PHONE NO. (410) 653 - 4451		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Iris Birenbaum		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	<b>1991</b> Petition files 91001 through 91158	971-25-1, OPS 4-1 January 1, 2002 <i>Disposal</i>

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO.  <b>01W4</b>	DATE REC'D <b>8-28-00</b>
B. DIVISION/UNIT Handgun Roster Board			RM CODE <b>34-01-04</b>
C. MAILING ADDRESS 1201 Reisterstown Road Pikesville, MD 21208		LOCATION RANGE SECTION(S) <b>7 9</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. (410) 653 - 4451		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Iris Birenbaum		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	<p align="center"><i>1/92 - 12/93</i></p> Petition files 92001 through 92101, and 93001 through 93067	971-25-1, OPS 4-1 January 1, 2004  <i>Disposal</i>

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. Maryland State Police		ACCESSION NO. <b>03W230</b>	DATE REC'D <b>16-9-02</b>
B. DIVISION/UNIT Handgun Roster Board			RM CODE <b>34.01.04</b>
C. MAILING ADDRESS 1201 Reisterstown Road Pikesville, MD 21208		LOCATION RANGE SECTION(S) <b>70 19</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. (410) 653-4451		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Iris Birenbaum		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	Petition files 94001 through 94107, 95001 through 95082 <b>1994 - 1995</b>	971-25-1, OPS 4-1 January 1, 2006 <b>Disposal</b>	

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

Schedule No.

971-25-1

Page 1 of 4

Agency

Department of State Police

Division/Unit

Handgun Roster Board

Item No	Description	Retention
<u>ADM</u>	<u>Administrative</u>	
1-0	<u>Records Management</u> Contains a copy of applicable filing and retention schedules.	Retain until superceded, then destroy.
1-1	<u>Records Transmittal and Receipt</u> Contains a completed copy of DGS-RM-550-5 form. Record copy maintained by the State Records Center.	Retain copy for three (3) years. Transfer to State Records Center for 22 yrs., then destroy.
1-2	<u>Certificate of Records Disposal</u> Record copy maintained by State Records Center.	Retain the non-record copy for one (1) year, then destroy.
1-4	<u>Handgun Roster Board Meeting Files</u> Contains minutes and materials from Handgun Roster Board meetings.	Retain permanently. Transfer periodically to Maryland State archives.
1-14	<u>General Correspondence</u> Routine correspondence.	Retain 3 years and until no longer needed then destroy.

Approved by Department, Agency, or Division Representative:

Date March 19, 1996

Signature Carl Banaszewski / [Signature]

Type Name Carl Banaszewski

Title Director, Planning & Research Div

Schedule Authorized by State Archivist.

Date

4/27/96

Signature

[Signature]

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

Schedule No.

971-25-1

Page 2 of 4

Item No	Description	Retention
5	<u>Handgun Rosters (Current)</u> Contains copies of the current Official Handgun Roster.	Retain until superceded and file 3 copies of roster in historical file, destroy the rest.
5-1	<u>Handgun Rosters (Historical)</u> Contains 3 copies of previous Official Handgun Rosters.	Retain 3 copies of each printing for 25 years, then destroy.
<u>FIS</u>	<u>Fiscal</u>	
5	<u>Contracts</u> Contains non-record copies of weapons testing contracts and purchase orders.	Retain 3 years and until no longer needed, then destroy.
<u>LEG</u>	<u>Legal</u>	
1	<u>US Laws</u> Contains copies of U.S. laws regarding firearms.	Retain until superceded, then destroy.
6	<u>Attorney General's Opinions</u> Contains copies of Attorney General's Opinions that affect the Handgun Roster Board.	Retain as a permanent file, transfer periodically to the Maryland State Archives.
<u>LIA</u>	<u>Liason</u>	
6-1	<u>Attorney General</u> Correspondence from the Attorney General of Maryland or the Assistant Attorney General assigned to the Handgun Roster Board.	Retain 3 years & until no longer needed, then destroy.

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

Schedule No.

971-25-1

Page 3 of 4

Item No	Description	Retention
6-2	<u>Maryland State Police</u> Contains correspondence from other divisions of the Maryland State Police.	Retain 3 years & until no longer needed, then destroy.
6-3	<u>Governor's Office</u> Contains correspondence from the Governor's Office.	Retain 3 years & until no longer needed, then destroy.
6-4	<u>Allied Agencies</u> Contains correspondence from other law enforcement agencies.	Retain 3 years & until no longer needed, then destroy.
6-5	<u>Handgun Roster Board Members</u> Contains correspondence from Handgun Roster Board members.	Retain 3 years & until no longer needed, then destroy.
6-6	<u>Department of Public Safety &amp; Correctional Services</u> Contains correspondence from the Department of Public Safety & Correctional Services.	Retain 3 years & until no longer needed, then destroy.
6-7	<u>Anti-Gun Groups</u> Contains correspondence from and information from groups that favor gun control, such as Marylanders Against Handgun Abuse (MAHA).	Retain 3 years & until no longer needed, then destroy.
6-8	<u>Pro-Gun Groups</u> Contains correspondence from and information from groups that are against gun control, such as the National Rifle Association (NRA).	Retain 3 years & until no longer needed, then destroy.
6-9	<u>Maryland State Legislature</u> Contains correspondence from members of the Maryland State Legislature.	Retain 3 years & until no longer needed, then destroy.



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

Schedule No.

971-25-1

Page 4 of 4

Item No	Description	Retention
<u>OPS</u>	<u>Operations</u>	
4-1	<u>Petition Files, et al</u> Contains petitions to place handguns on the Handgun Roster, supporting documentation, determinations of the Board, objections and other associated correspondence.	Retain current year plus (5) years, then transfer to State Records Center for an additional (5) years, then destroy.
4-2	<u>Manufacturers' Files</u> Contains correspondence and catalogs from handgun manufacturers not related to any specific petition.	Retain until no longer useful, then destroy.
<u>PR</u>	<u>Public Relations</u>	
8-1	<u>Newspaper Articles, Periodicals</u> Contains newspaper articles and magazines that pertain to handguns or the Handgun Roster Board.	Retain until no longer useful, then destroy.
8-2	<u>Public Inquiries and Requests</u> Contains requests for information on the Handgun Roster Board from students and others.	Retain three (3) years after completed, then destroy.

34.01.07	MSP	<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			
Maryland State Police Personnel Management Division			
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.				
91W355	Uniform Personnel Files	971-06	PER 5	1978 - 1979	4	1/2006	RECYCLE
91W356	Civilian - Personnel Files	971-06	PER 6	1978	1	1/2006	RECYCLE
91W357	Uniform Personnel Files	971-06	PER 5	1980	3	1/2006	RECYCLE
91W358	Civilian - Personnel Files	971-06	PER 6	1978 - 1979	2	1/2006	RECYCLE
91W359	Uniform Personnel Files	971-06	PER 5	1979 - 1981	4	1/2006	RECYCLE
91W360	Civilian - Personnel Files	971-06	PER 6	1980	2	1/2006	RECYCLE
91W361	Uniform Personnel Files	971-06	PER 5	1974 - 1982	5	1/2006	RECYCLE
91W625	Uniform Personnel Files	971-06	PER 5	1978 - 1984	8	1/2006	RECYCLE
91W627	Uniform Personnel Files - Investigations Only	971-06	PER 5	1978 - 1979	1	1/2006	RECYCLE
91W632	Uniform Personnel Files	971-06	PER 5	1985	7	1/2006	RECYLCE
91W1165	Trooper's Application Inactive Files	971-06-03	PER 06-01	1988	14	1/2006	RECYCLE
91W1166	Cadet Application Inactive Files	971-06-03	PER 06-01	1988	17	1/2006	RECYCLE
91W1167	Civilian - Personnel Files	971-06	PER 6	1974 - 1978	1	1/2006	RECYCLE
92W1110	Trooper's Application Inactive Files	971-06-03	PER 06-01	1989	32	1/2006	RECYCLE
93W1498	Cadet Application Inactive Files	971-06-03	PER 06-01	1989	5	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

34.01.07

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>91W355</b>	DATE REC'D <b>10-18-90</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <b>23.06.07</b>
C. MAILING ADDRESS Building C 1201 Reisterstown Road Pikesville, Maryland 21208		LOCATION RANGE SECTION(S) <b>35 11</b>	NO. OF CU. FT. <b>4</b>
D. PHONE NO. 653-4335		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall Captain, Personnel Management Division		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	Uniform Personnel Files 1978 Sweetman to Windsor Uniform Personnel Files 1979 Almond to Englehart	971-06 Per 5 1999
2	Uniform Personnel Files 1979 Fike to Kaplow	1999
3	Uniform Personnel Files 1979 Langdon to Scott	1999
4	Uniform Personnel Files 1979 Snyder to Worgan	1999

DISPOSAL

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

34.01.07

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>91W356</b>	DATE REC'D <b>10-18-90</b>
B. DIVISION/UNIT Personnel Managment Division			RM CODE <del>23-06-07</del>
C. MAILING ADDRESS Building C 1201 Reisterstown Road Pikesville, Maryland 21208		LOCATION RANGE SECTION(S) <b>37 6</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 653-4335		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall Captain, Personnel Management Division		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	Personnel Files 1978 Allen - Sandros Civilian 22 4/15	<del>2002</del> 971-06 Per-6 1/01 <b>DISPOSAL</b>

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

34.01.07

A. AGENCY Maryland State Police		ACCESSION NO. <b>91W357</b>	DATE REC'D <b>10-18-90</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <del>2306.07</del>
C. MAILING ADDRESS Building C 1201 Reisterstown Road Pikesville, Maryland 21208		LOCATION RANGE SECTION(S) <b>37 6</b>	NO. OF CU. FT. <b>3</b>
D. PHONE NO. 653-4335		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall Captain, Personnel Management Division		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	Uniform Personnel Files 1980 Bateman to Hopf <b>20 yrs</b>	971-06 Per 5 2000
2	Uniform Personnel Files 1980 Irvine to Printy	<del>2000</del>
3	Uniform Personnel Files 1980 Prodoegh to Vorholt	2000 <b>1/01</b>

DISPOSAL

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

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

**RECORDS TRANSMITTAL AND RECEIPT**

*E*

34.01.07

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>91W358</b>	DATE REC'D <b>10-18-90</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <b>23.06.07</b>
C. MAILING ADDRESS Building C 1201 Reisterstown Road Pikesville, Maryland 21208		LOCATION RANGE SECTION(S) <b>26 14</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 653-4335		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall Captain, Personnel Management Division		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	Personnel Files 1978 Saville - Wilkinson Civilian	971-06 Per 6 2001	
	Personnel Files 1979 Abrecht - Dodson Civilian	2001	
2	Personnel Files 1979 Ellsperman - Wyche Civilian	2001	
	<b>22 yrs</b>	<b>DISPOSAL</b>	

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

34.01.07

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>91W359</b>	DATE REC'D <b>10-18-90</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <b>230607</b>
C. MAILING ADDRESS Building C 1201 Reisterstown Road Pikesville, Maryland 21208		LOCATION RANGE SECTION(S) <b>26 14</b>	NO. OF CU. FT. <b>4</b>
D. PHONE NO. 653-4335		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall Captain, Personnel Management Division		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	Uniform Personnel Files Term 1979 Sherman - Shower	971-06 Per 5 2001 <b>20 YRS</b>
2	Uniform Personnel Files Term 1981 Abbott - English	2001
3	Uniform Personnel Files Term 1981 Fowler - Kuechler	2001
4	Uniform Personnel Files Term 1981 Lawrence - Seymour	2001
	Uniform Personnel Files Term 1981 Sherman - Wilt	2001

1/02  
DISPOSAL

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

34.01.07

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>91W360</b>	DATE REC'D <b>10-18-90</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <b>23-06-07</b>
C. MAILING ADDRESS Building C 1201 Reisterstown Road Pikesville, Maryland 21208		LOCATION RANGE SECTION(S) <b>9 28</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 653-4335		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall Captain, Personnel Management Division		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	Personnel Files 1980 Belcher to Massey Civilian	971-06 Per 6 <del>2002</del> <b>22 yrs</b>
2	Personnel Files 1980 Menefee - Young Civilian	<del>2002</del> <b>1/03</b>

**DISPOSAL**



**RECORDS TRANSMITTAL AND RECEIPT**

*E*

34.01.07

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>91W361</b>	DATE REC'D <b>10-18-90</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <b>23.06.07</b>
C. MAILING ADDRESS Building C 1201 Reisterstown Road Pikesville, Maryland 21208		LOCATION RANGE SECTION(S) <b>9 28</b>	NO. OF CU. FT. <b>5</b>
D. PHONE NO. 653-4335		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall Captain, Personnel Management Division		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	Uniform Personnel Files 1980 <sup>WARD</sup> Hedge to Wilson	971-06 Per 5 2002 <b>20 yrs</b>
	Uniform Personnel Files 1981 Anzalone to Wright	2002
	Uniform Personnel Files 1982 Bachmaier to Dark	2002 <b>1/03</b>
2	Uniform Personnel Files 1982 Dick to Kaiser	2002
3	Uniform Personnel Files 1982 Klos to Radtke	2002
4	Uniform Personnel Files 1982 Reith to Taylor, M.	2002
5	Uniform Personnel Files 1982 Taylor, W. to Wallace, O.J.	2002
	Uniform Personnel File 1974 Riggan, D.	2002
	Uniform Personnel File 1975 Hudson, M. Jr.	2002

**DISPOSAL**

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Maryland State Police		ACCESSION NO. <b>91W625</b>		34.01.07 DATE REC'D <b>12-14-90</b>
B. DIVISION/UNIT Personnel Management Division		LOCATION RANGE SECTION(S) <b>27 33</b>		RM CODE <b>230607</b>
C. MAILING ADDRESS Building C, 1201 Reisterstown Road Pikesville, Maryland 21208		RECORDS CENTER MANAGER		NO. OF CU. FT. <b>8</b>
D. PHONE NO. 453-4335		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
E. AGENCY OFFICIAL George H. Hall, Captain Personnel Management Division				

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Uniform Personnel Files 1984 Alderton, R.E. to Capelli, R.A.	971-06 Per 5 <sup>20 yrs</sup>
2	Uniform Personnel Files 1984 Citro, D.M. to Doolan, P.M.	Destruction Date <del>2004</del> 1/05  <b>DISPOSAL</b>
3	Uniform Personnel Files 1984 Duncan, T.G. to Hartman, G.W.	
4	Uniform Personnel Files 1984 Hedding, J.H. to Lyons, C.R.	
5	Uniform Personnel Files 1984 McFarland, J.W. to Pasker, M.H.	
6	Uniform Personnel Files 1984 Petty, H.D. to Stallings W.B.	
7	Uniform Personnel Files 1984 Starvis, W.V. to Tyler, O.C.	
8	Uniform Personnel Files 1984 Upperco, L.D. to Zumbrun, R.L.	
	1978 Dobson, R.W. to Scott, C.O.	
	1981 Jones, B.K.	
	1982 Hubbell, L.H. to Wellington, L.D.	
	1983 Clay, M.A. Sr. to Poindexter, B.	✓

R-27  
S-33

24 Empties

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 273, JESSUP, MD. 20794 (TELEPHONE - 796-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE <u>34.01.07</u> <del>23.06.07</del> <del>35.06.01</del>	ACCESSION NO. <u>91W627</u>	DATE REC'D <u>12-14-90</u>
AGENCY <u>Maryland State Police</u>	LOCATION - RANGE <u>2</u>	SECTIONS <u>25</u>
DIVISION / UNIT <u>Personnel Management Division</u>	NO. OF CU. FT. <u>1</u>	
MAILING ADDRESS <u>1201 Reisterstown Road, Bldg. C Pikesville, Maryland 21208</u>	RECORDS CENTER MANAGER	
AGENCY OFFICIAL <u>George H. Hall, Captain 653-4335 Personnel Management Division</u>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS  <u>1</u>  (of 1)	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  <u>Personnel Files 1978 Investigations only</u> <u>Simmons, R.D. to Uzelle, H.</u>  <u>Personnel Files 1979 Investigations only</u>  <u>Almon, R.E. Jr. to Purnell, J.R.</u>  <u>Uniform</u>	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)  <u>20 yrs</u> <u>971-06 Per 5</u> Destruction Date <del>1999</del> <u>1/00</u>  <u>DISPOSAL</u>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

34.01.07

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>91W632</b>	DATE REC'D <b>12-14-90</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <del>23-06-07</del>
C. MAILING-ADDRESS Building C, 1201 Reisterstown Road Pikesville, Maryland 21208		LOCATION RANGE SECTION(S) <b>51 19-20</b>	NO. OF CU. FT. <b>7</b>
D. PHONE NO. 653-4335		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall, Captain, Personnel Management Division		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	Uniform Personnel Files 1985 Alexander, R.G. to Conklin, R.C.	<sup>20 yrs</sup> 971-06 Per 5
2	Uniform Personnel Files 1985 Coonradt, G.A. to Fletcher, D.J.	Destruction Date <del>2005</del>
3	Uniform Personnel Files 1985 Forletta, L.R. to Hayes, W.L.	1/06
4	Uniform Personnel Files 1985 Herring, R.N. to Luce, David D.	<i>Disposal</i>
5	Uniform Personnel Files 1985 Lennox, E.W. to Peach, E.L.	
6	Uniform Personnel Files 1985 Phillips, J.A. to Schappet, C.F.	
7	Uniform Personnel Files 1985 Sewell, M.J. to Wells, W.L.	

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

**RECORDS TRANSMITTAL AND RECEIPT**

34.01.07

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>91W1165</b>	DATE REC'D <b>4-17-91</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <b>23.06.07</b>
C. MAILING ADDRESS 1201 Reisterstown Road Pikesville, MD 21208		LOCATION RANGE SECTION(S) <b>37 13</b>	NO. OF CU. FT. <b>14</b>
D. PHONE NO. 653 4348		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall Captain, Personnel Management Division		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	Tpr.App. Inactive Files - 1988 Abdullah, O. M. - Borza, J. M.	1998 <del>971-06-03</del> <b>1540</b>
2	Tpr.App. Inactive Files - 1988 Bosley, R. W. - Chambers, M. F.	1998 <del>971-06-03</del> <b>1102</b>
3	Tpr.App. Inactive Files - 1988 Chancellor, J. K. - Dobbins, M. A.	1998 <del>971-06-03</del> <b>1/2004</b>
4	Tpr.App. Inactive Files - 1988 Dodd, J. R. - Fuller, P. R.	1998 <del>971-06-03</del> <b>Per 601</b>
5	Tpr.App. Inactive Files - 1988 Fulton, B. - Hawkins, D. J.	1998
6	Tpr.App. Inactive Files - 1988 Hawkins, J. E. - Johnson, L. A.	1998
7	Tpr.App. Inactive Files - 1988 Johnson, O. D. - Long, A. T.	1998
8	Tpr.App. Inactive Files - 1988 Long, T. - Miles, R. L.	1998
9	Tpr.App. Inactive Files - 1988 Milius, K. J. - Parham, D. A.	1998
10	Tpr.App. Inactive Files - 1988 Parham, M. R. - Rice, M. H.	1998
11	Tpr.App. Inactive Files - 1988 Richards, J. A. - Simmons, C. E.	1998
12	Tpr.App. Inactive Files - 1988 Simmons, E. L. - Thomas, G. E.	1998
13	Tpr.App. Inactive Files - 1988 Thomas, K. - Williams, S. E.	1998
14	Tpr.App. Inactive Files - 1988 Williams, T. W. - Zupko, P. J.	1998

**DISPOSAL**

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

34.01.07

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>91W1166</b>	DATE REC'D <b>4-17-91</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <b>23-06-07</b>
C. MAILING ADDRESS 1201 Reisterstown Road Pikesville, MD 21208		LOCATION RANGE SECTION(S) <b>36 12</b>	NO. OF CU. FT. <b>17</b>
D. PHONE NO. 653 4348		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall Captain, Personnel Management Division		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	Cadet App. Inactive Files - 1988 Abbot, C. P. - Bennett, K. E.	1998 <i>Jan 2002</i>
2	Cadet App. Inactive Files - 1988 Bennett, K. R. - Burgess, J. H.	1998 <i>9/11-06-03</i>
3	Cadet App. Inactive Files - 1988 Burgess, J. - Connelly, J. A. K.	1998 <i>Per 0602</i>
4	Cadet App. Inactive Files - 1988 Connelly, R. M. - Douglass, A. O.	1998 <i>1/2004</i>
5	Cadet App. Inactive Files - 1988 Dove, T. E. - Forman, A. L.	1998
6	Cadet App. Inactive Files - 1988 Foreman, T. A. - Green, B. R.	1998
7	Cadet App. Inactive Files - 1988 Green, C. S. - Hill, K. M.	1998
8	Cadet App. Inactive Files - 1988 Hinchy, G. H. - Jones, T. D.	1998
9	Cadet App. Inactive Files - 1988 Jones, W. G. - Lessner, D. A.	1998
10	Cadet App. Inactive Files - 1988 Levine, D. L. - Mason, E. N.	1998
11	Cadet App. Inactive Files - 1988 Massey, R. L. - Musgrove, D. P.	1998
12	Cadet App. Inactive Files - 1988 Myers, J. A. - Prosper, A. J.	1998
13	Cadet App. Inactive Files - 1988 Prothero, B. A. - Schaeffer, L. T.	1998

4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  
*15415*  
*91-11-06-03*  
*Per 0602*  
*06-01*  
*DISPOSAL*

Box  
Numbers

Description of Records  
with inclusive dates

Disposal Authority  
Schedule, Item No.,  
Disposal Date

---

14	Cadet App. Inactive Files - 1988	Schalk, K. J. - Smith, N. D.	1998
15	Cadet App. Inactive Files - 1988	Smith, P. A. - Tompkins, R. S.	1998
16	Cadet App. Inactive Files - 1988	Toole, K. A. - Weston, Q. F.	1998
17	Cadet App. Inactive Files - 1988	Whaley, D. M. - Zimmerman, R. C.	1998



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

34.01.07

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>91W1167</b>	DATE REC'D <b>4-17-91</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <b>23-06-07</b>
C. MAILING ADDRESS Room 121-Building C 1201 Reisterstown Road Pikesville, Maryland 21208		LOCATION RANGE SECTION(S) <b>39 11</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 653-4335		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall, Captain Personnel Management Division		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	Civilian Personnel Files 1974 to 1978  Case, R.E. Sr. to Conway, Joan E.	<b>22 yrs</b> 971-06 Per 6 <del>2000</del> disposal  <b>1/01</b>	

**DISPOSAL**

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

34.01.07

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>92W1110</b>	DATE REC'D <b>4-1-92</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <b>23.06.07</b>
C. MAILING ADDRESS 1201 Reisterstown Road Pikesville, MD 21208		LOCATION RANGE SECTION(S) <b>6 8-9</b>	NO. OF CU. FT. <b>32</b>
D. PHONE NO. 653-4348		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall Captain, Personnel Management Division		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>15 yrs</i>	
1	Tpr. App. Inactive Files - 1989 Abbott, B. K. - Baker, F.M., Jr.	971-06-06 <del>Page 5</del> # 1999 06-00
2	Tpr. App. Inactive Files - 1989 Baker, K. L. - Beritela, A. F.	971-06-03 1999 105
3	Tpr. App. Inactive Files - 1989 Berkey, L. E. - Branch, M. R.	1999 105
4	Tpr. App. Inactive Files - 1989 Brautigam, J. J. - Cannady, C. A.	1999 103
5	Tpr. App. Inactive Files - 1989 Carmon, D.V. Jr. - Cole, G. W.	1999 12005
6	Tpr. App. Inactive Files - 1989 Colliflower, J.W., Jr. - Cunningham, L. M.	DISPOSAL 1999
7	Tpr. App. Inactive Files - 1989 Cuprian, I. - Dunham, G. L.	1999
8	Tpr. App. Inactive Files - 1989 Dunkerly, R.T. - Feller, C.D. Jr.	1999
9	Tpr. App. Inactive Files - 1989 Felton, P. T. - Fulton, M. L.	1999
10	Tpr. App. Inactive Files - 1989 Gafford, T. A. - Glorioso, G. T.	1999
11	Tpr. App. Inactive Files - 1989 Gobber, D. L. - Haley, M. G.	1999
12	Tpr. App. Inactive Files - 1989 Hall, J. D. III - Herriott, J. D.	1999
13	Tpr. App. Inactive Files - 1989 Hershberger, K.P. - Hutchinson, B.A.	1999
14	Tpr. App. Inactive Files - 1989 Hutchinson, S.B. - Johnson, T. J.	1999
15	Tpr. App. Inactive Files - 1989 Johnson, T. G. - Kish, C. J.	1999

RECORDS TRANSMITTAL AND RECEIPT

Files on Tpr. Apps. Inactive - 1989

<u>Box Numbers</u>	<u>Description of Records with inclusive dates</u>	<u>Disposal Date</u>
16	Tpr. App. Inactive Files - 1989 Klein, T. R. - LeBlanc, J. M.	971-06-03 1999
17	Tpr. App. Inactive Files - 1989 Lee, G. L. - McCormick, J. M.	06-00 1999
18	Tpr. App. Inactive Files - 1989 McCormick, J. R. - Marquis, B.	1999
19	Tpr. App. Inactive Files - 1989 Marquis, R. A. - Miller, J. K.	1999
20	Tpr. App. Inactive Files - 1989 Miller, K. D. - Moskala, P. R.	1999
21	Tpr. App. Inactive Files - 1989 Mossburg, T. E. - O'Malley, P. J.	1999
22	Tpr. App. Inactive Files - 1989 Onderko, J.J., Jr. - Pendleton, M.	1999
23	Tpr. App. Inactive Files - 1989 Perman, J. O. - Punt, T. D., Jr.	1999
24	Tpr. App. Inactive Files - 1989 Purnell, A. V. - Roberson, M C.	1999
25	Tpr. App. Inactive Files - 1989 Roberson, T. D. - Scheg, M. J.	1999
26	Tpr. App. Inactive Files - 1989 Schenck, J. T. - Smith, D. L.	1999
27	Tpr. App. Inactive Files - 1989 Smith, E. L. - Stellon, J.	1999
28	Tpr. App. Inactive Files - 1989 Stelmach, R. C. - Thomas, R. E.	1999
29	Tpr. App. Inactive Files - 1989 Thomas, R. M. - Vinci, J. C.	1999
30	Tpr. App. Inactive Files - 1989 Vinck, A. D. - Whalen, J. C.	1999
31	Tpr. App. Inactive Files - 1989 Wheeling, D. C. - Williams, S. A.	1999
32	Tpr. App. Inactive Files - 1989 Williams, S. J., Jr. - Zimmerman, J.A.	1999

R-6

S-8-09

10-empty

R6

S9

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

34.01.07

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>93W1498</b>	DATE REC'D <b>5-7-93</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <b>23.06.07</b>
C. MAILING ADDRESS 1201 Reisterstown Road Pikesville, MD 21208		LOCATION RANGE SECTION(S) <b>32 22</b>	NO. OF CU. <b>5</b>
D. PHONE NO. 653-4294		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Charles R. Mazzone Captain, Personnel Management Division		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	Cadet App. Inactive Files - 1989 Abell, G. C. - Delahay, J. R.	<del>#971-06A</del> 0602-03 15 yrs JAN - 2000	
2	Cadet App. Inactive Files - 1989 Delauter, D. L. - Hissey, P. W.	1/1/2005	
3	Cadet App. Inactive Files - 1989 Hogge, E.M. - Nasella, M. A.	<del>1/1/2005</del>	
4	Cadet App. Inactive Files - 1989 Needle, D. D. - Thomas, W. H.	971-06-03	
5	Cadet App. Inactive Files - 1989 Thompson, D. M. - Zulauf, K. M.	Item # 06-01	
		DISPOSAL 971-06-03 06-01 1/2005	



E

**RECORDS TRANSMITTAL AND RECEIPT**

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

34.01.09

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of State Police	ACCESSION NO. <b>95W928</b>	DATE REC'D <b>1-27-95</b>
	B. DIVISION/UNIT Criminal Investigation Division	RM CODE <b>230605</b>
C. MAILING ADDRESS 1201 Reisterstown Road Pikesville, Maryland 21208-3899		LOCATION RANGE SECTION(S) <b>1 4</b>
	D. PHONE NO. (410) 799-0190	RECORDS CENTER MANAGER
E. AGENCY OFFICIAL Lt. R. L. Scruggs	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	<u>SUSPENDED IR'S - 1988</u> T-20-00110 T-20-00458 T-20-00770 T-20-00778 T-20-00816 T-20-00817 T-20-00854  <u>SUSPENDED IR'S - 1989</u> U-20-00047 U-20-00066 U-20-00083 U-20-00202 U-20-00277 U-20-00319 U-20-00333 U-20-00334 U-20-00410 U-20-00452 U-20-00487 U-20-00496 U-20-00576 U-20-00717 U-20-00741 U-20-00758 U-20-00764 U-20-00891 U-20-00914	January, 2005  OPS 23 <del>22</del>  971-20 A 3  <i>Disposal</i> <i>1/05</i>

R-1

S-~~18~~ 4

2 Emptyies





# 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**

<b>A. AGENCY</b> 1. Department of State Police <span style="float: right; font-size: 1.2em;">34.01.09</span>	<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">96W825</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em;">1-17-96</span>
<b>B. DIVISION/UNIT</b> Bureau of Drug and Criminal Enforcement	<b>EM CODE</b> <span style="font-size: 1.2em; font-family: cursive;">2306.05</span>	
<b>C. MAILING ADDRESS</b> 1201 Reisterstown Road Pikesville, Maryland 21208-3899	<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 2em;">3 5</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em;">1</span>
<b>D. PHONE NO.</b> (410) 290-0050	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Lt. R. L. Scruggs <span style="font-size: 1.2em; font-family: cursive;">Lt. R. L. Scruggs</span>	<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	
1	<p><u>SUSPENDED IR'S - 1989</u></p> <p>U-20-00146 U-20-00289 U-20-00651 U-20-00753 U-20-00763 U-20-00896 U-20-01006 U-20-01024 U-20-01056</p> <p><u>SUSPENDED IR'S - 1990</u></p> <p>V-20-00001 V-20-00036 V-20-00045 V-20-00061 V-20-00067 V-20-00080 V-20-00102 V-20-00145 V-20-00147 V-20-00181 V-20-00233 V-20-00243 V-20-00259 V-20-00262 V-20-00273 V-20-00290 V-20-00327</p>	<p>SUSPENDED IR'S - 1990 (continued)</p> <p>V-20-00395 V-20-00401 V-20-00405 V-20-00422 V-20-00505 V-20-00526 V-20-00577 V-20-00594 V-20-00611 V-20-00659 V-20-00660 V-20-00661 V-20-00668 V-20-00669 V-20-00731 V-20-00741 V-20-00742 V-20-00743 V-20-00807 V-20-00825 V-20-00860 V-20-00861 V-20-00862 V-20-00863 V-20-00865</p>	<p><i>15 years 2006</i></p> <p>January, <del>2006</del> <i>2006</i></p> <p>OPS 23 <del>    </del></p> <p><span style="font-size: 1.5em; font-family: cursive;">#971-20</span></p>



# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p><b>A. AGENCY</b> Maryland State Police</p>	<p><b>ACCESSION NO.</b> 91W34</p>	<p><b>DATE REC'D</b> 7-23-90</p>
<p><b>B. DIVISION/UNIT</b> Central Records Division Uniform Crime Reporting Section</p>	<p><b>RM CODE</b> <del>23.0613</del></p>	
<p><b>C. MAILING ADDRESS</b> 10 Church Lane Pikesville, Md. 21208</p>	<p><b>LOCATION</b> RANGE SECTION(S) 3 19</p>	<p><b>NO. OF CU. FT.</b> 1</p>
<p><b>D. PHONE NO.</b> 653-6159</p>	<p><b>RECORDS CENTER MANAGER</b></p>	
<p><b>E. AGENCY OFFICIAL</b> Ida Williams</p>	<p style="text-align: center;"><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	1975 - Return A, Supp; Leed, Population, Over/Under	<p>Schedule 971-30-3 3006 Jan. 2000 2001</p> <p>971-30-04 30-06</p> <p>JAN. 2001</p> <p style="font-size: 2em; font-weight: bold;">DISPOSAL</p>

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 719-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> Maryland State Policed <span style="font-size: 1.5em; margin-left: 20px;">3401.13</span>	<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">91W36</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em; font-family: cursive;">7-23-90</span>
<b>B. DIVISION/UNIT</b> Central Records Division Uniform Crime Reporting	<b>RM CODE</b> <span style="font-size: 1.5em; font-family: cursive;"><del>230613</del></span>	
<b>C. MAILING ADDRESS</b> 10 Church Lane Pikesville, Md. 21208	<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 2em; font-family: cursive;">3 18</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em; font-family: cursive;">2</span>
<b>D. PHONE NO.</b> 653-6159	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Ida Williams	<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
1	1977 -Under 18, Statewide Arrest, Over/Under, Return A, Leoka, Leed; Quarterly trends 1975, 1976, 1977	Schedule 971-30- <sup>3</sup> 3006  Jan. 2002- <span style="font-size: 1.5em; font-family: cursive;">2003</span>  <span style="font-size: 1.5em; font-family: cursive;">971-30-4</span> <span style="font-size: 1.5em; font-family: cursive;">30-06</span>  <span style="font-size: 1.5em; font-family: cursive;">Jan. 2003</span>  <span style="font-size: 2em; font-family: cursive;">DISPOSAL</span>
2	1977 - Over 18, Supp.	

# 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

<p><b>A. AGENCY</b> Maryland State Police <span style="float: right; font-size: 1.5em;">3401.13</span></p> <p><b>B. DIVISION/UNIT</b> Central Records Division Uniform Crime Reporting Section</p> <p><b>C. MAILING ADDRESS</b> 10 Church La. Pikesville, Md. 21208</p> <p><b>D. PHONE NO.</b> 653-6159</p> <p><b>E. AGENCY OFFICIAL</b> Ida Williams</p>	<p style="text-align: center;"><b>ACCESSION NO.</b></p> <div style="font-size: 2em; text-align: center;">91W37</div>	<p style="text-align: center;"><b>DATE REC'D</b></p> <div style="font-size: 1.5em; text-align: center;">7-23-90</div> <p style="text-align: center;"><b>RM CODE</b></p> <div style="text-align: center;"><del>23-06-13</del></div>						
	<p style="text-align: center;"><b>LOCATION</b></p> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"><b>RANGE</b></td> <td style="width: 33%;"><b>SECTION(S)</b></td> <td style="width: 33%;"><b>NO. OF CU. FT.</b></td> </tr> <tr> <td style="font-size: 2em;">3</td> <td style="font-size: 2em;">11</td> <td style="font-size: 2em;">3</td> </tr> </table>	<b>RANGE</b>	<b>SECTION(S)</b>	<b>NO. OF CU. FT.</b>	3	11	3	
<b>RANGE</b>	<b>SECTION(S)</b>	<b>NO. OF CU. FT.</b>						
3	11	3						
	<p><b>RECORDS CENTER MANAGER</b></p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>							
<p><b>2. BOX NUMBERS</b></p>	<p><b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b></p>	<p><b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b></p>						
<p>1</p>	<p>1978 - Under 18, Over 18</p>	<p>Schedule 971-30 -3 3006</p>						
<p>2</p>	<p>1978 - Return A; Leoka, Leed, Statewide Arrest, Supp. Over/Under</p>	<p>Jan. <del>2003</del> 2004</p>						
<p>3</p>	<p>1978 - Under 18, Minicipalities, 1976, 1977, 1978</p>	<p style="font-size: 1.5em;">971-30-04 30-06 Jan. 2004 <b>DISPOSAL</b></p>						

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

*E*

<b>A. AGENCY</b> 1. Maryland State Police <span style="font-size: 1.5em; margin-left: 20px;">34.01.13</span>		<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">91W38</span>		<b>DATE REC'D</b> <span style="font-size: 1.5em; font-family: cursive;">7-23-90</span>	
<b>B. DIVISION/UNIT</b> Central Records Div. Uniform Crime Reporting Section		<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 2em; font-family: cursive;">3      8</span>		<b>RM CODE</b> <span style="font-size: 1.5em; font-family: cursive;"><del>23-06-13</del></span>	
<b>C. MAILING ADDRESS</b> 10 Church La. Pikesville, Md. 21208		<b>NO. OF CU. FT.</b> <span style="font-size: 2em; font-family: cursive;">2</span>		<b>RECORDS CENTER MANAGER</b>  TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
<b>D. PHONE NO.</b> 653-6159		<b>E. AGENCY OFFICIAL</b> Ida Williams			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	1979 Statewide Arrest, Supp., Over/Under	<span style="font-size: 1.5em; font-family: cursive;">25 years</span>  Schedule 971-30- <sup>3</sup> 3006  January 2004- <span style="font-size: 1.5em; font-family: cursive;">2005</span>
2	1979 - Municipality, Return A, Leoka, Leed, Under 18 Over 18	<span style="font-size: 1.5em; font-family: cursive;">971-30-4</span> <span style="font-size: 1.5em; font-family: cursive;">30-06</span> <span style="font-size: 1.5em; font-family: cursive;">Jan. 2005</span>

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p><b>A. AGENCY</b> Maryland State Police <span style="font-size: 1.5em; margin-left: 20px;">340113</span></p> <p><b>B. DIVISION/UNIT</b> Central Records Div. Uniform Crime Reporting Section</p> <p><b>C. MAILING ADDRESS</b> 10 Church La. Pikesville, Md. 21208</p> <p><b>D. PHONE NO.</b> 653-6158</p> <p><b>E. AGENCY OFFICIAL</b> Lda Williams</p>	<p><b>ACCESSION NO.</b> <span style="font-size: 2em;">91W39</span></p> <p><b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 1.5em;">1 17</span></p> <p><b>RECORDS CENTER MANAGER</b></p>	<p><b>DATE REC'D</b> <span style="font-size: 1.5em;">7-23-90</span></p> <p><b>FM CODE</b> <del>23-06-73</del></p> <p><b>NO. OF CU. FT.</b> <span style="font-size: 1.5em;">2</span></p> <p style="text-align: center;"><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>
<p><b>2. BOX NUMBERS</b></p>	<p><b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b></p> <p>1 1980 - Arson, Monthly Edits, Under 18, Quarterly Trends 1978, 1979, 1980</p> <p>2 1980 - Statewide Arrest, Over/Under 18, Return A; Leoka</p>	<p><b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b></p> <p style="text-align: center;"><span style="font-size: 1.2em;">25 years</span></p> <p>Schedule 971-30 - <span style="font-size: 1.2em;">3</span></p> <p style="text-align: center;">3006</p> <p style="text-align: center;">Jan. 2005-2006</p> <p style="text-align: center;"><span style="font-size: 1.2em;">971-30-04</span></p> <p style="text-align: center;"><span style="font-size: 1.2em;">30-06</span></p> <p style="text-align: center;">Jan. 2006</p> <p style="text-align: center;"><span style="font-size: 1.5em;">DISPOSAL</span></p>





**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>99W632</b>	DATE REC'D <b>3-15-99</b>
B. DIVISION/UNIT Special Operations Division - K-9 Unit			RM CODE <b>34.01.17</b>
C. MAILING ADDRESS 7777 Washington Boulevard Jessup, Maryland 20794		LOCATION RANGE SECTION(S) <b>54 1</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 410-799-4548		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>H. E. Karnes</i> Lt. H. E. Karnes, Commander		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	K-9 Unit Search Reports (MSP Form 28-9) (1996) Filed alphabetically by handler's name. File may contain up to three dogs as assigned to handler. CONTENTS: ANGSTADT - MCNAIRN	January, 2000	
2	K-9 Unit Search Reports (MSP Form 28-9) (1996) CONTENTS: MCQUAIDE - YOUNG	January, 2000	
		<i>3 years</i> <i>Sche-971-28-1</i> <i>Item-08</i> <i>DISPOSAL</i>	

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. Maryland State Police		ACCESSION NO. <b>99W634</b>		DATE REC'D <b>3-15-99</b>
B. DIVISION/UNIT Special Operations Division - K-9 Unit		LOCATION RANGE SECTION(S) <b>101 18</b>		RM CODE <b>34-01-17</b>
C. MAILING ADDRESS 7777 Washington Boulevard Jessup, Maryland 20794		NO. OF CU. FT. <b>2</b>		
D. PHONE NO. 410-799-4548		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL <i>H. E. Karnes</i> Lt. H. E. Karnes, Commander		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	K-9 Unit Search Reports (MSP Form 28-9) 1997 Filed alphabetically by handler's name. File may contain up to three dogs as assigned to handler. CONTENTS: ABLES - NEWMAN	January, 2001 <i>Sch-971-28-1</i> <i>Item-08</i>
2	K-9 Unit Search Reports (MSP Form 28-9) 1997 CONTENTS: NOLAN - YOUNG  <i>3 years</i>	<i>DISPOSAL</i>

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO.  <b>99W635</b>	DATE REC'D <b>3-15-99</b>
B. DIVISION/UNIT Special Operations Division - K-9 Unit			RM CODE <b>34.01.17</b>
C. MAILING ADDRESS 7777 Washington Boulevard Jessup, Maryland 20794		LOCATION RANGE SECTION(S) <b>104 6</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 410-799-4548		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>[Signature]</i> Lt. H. E. Karnes, Commander		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	K-9 Unit Training Booklets / Files January, 1992 - July, 1992	January, 2005
2	K-9 Unit Training Booklets / Files August, 1992 - December, 1992	January, 2005

*12 years*

*Sche - 971-28-1*  
*Items - 06*  
**DISPOSAL**

RECEIVED

APR 23 1999

STATE RECORDS MANAGEMENT CENTER

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>99W636</b>	DATE REC'D <b>3-15-99</b>
B. DIVISION/UNIT Special Operations Division - K-9 Unit			RM CODE <b>34.01.17</b>
C. MAILING ADDRESS 7777 Washington Boulevard Jessup, Maryland 20794		LOCATION RANGE SECTION(S) <b>104 16</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 410-799-4548		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>H. E. Karnes</i> Lt. H. E. Karnes, Commander		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	K-9 Unit Training Booklets / Files January, 1993 - June, 1993	January, 2006
2	K-9 Unit Training Booklets / Files July, 1993 - December, 1993	January, 2006

*12 years*

*Sche- 971-28-1  
Item 06  
DISPOSAL*



**RECORDS TRANSMITTAL AND RECEIPT**

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

A. AGENCY 1. Maryland State Police		ACCESSION NO. <i>02W626</i>	DATE REC'D <i>1-3-02</i>
B. DIVISION/UNIT Department Property Unit - OBLFA			RM CODE <i>34.01.18</i>
C. MAILING ADDRESS 7765 Washington Blvd., Jessup, Md 20794		LOCATION RANGE SECTION(S) <i>108 2</i>	NO. OF CU. FT. <i>13</i>
D. PHONE NO. (410) 799-1218		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Mr. Ron Onheiser, Sr		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 of 13	Property Held Records 32001 - 35500 Closed 1990	971-02-A- 5 Item 02-21 Disposal Date <del>12/2005</del> <i>1/2006</i> <i>Disposal</i>
2 of 13	Property Held Records 35501 - 39000 Closed 1990	
3 of 13	Property Held Records 39001 - 42000 Closed 1990	
4 of 13	Property Held Records 42001 - 45000 Closed 1990	
5 of 13	Property Held Records 45001 - 48000 Closed 1990	
6 of 13	Property Held Records 48001 - 50500 Closed 1990	
7 of 13	Property Held Records 50501 - 53000 Closed 1990	
8 of 13	Property Held Records 53001 - 55500 Closed 1990	

---

Box  
Numbers

Description of Records  
With Inclusive Dates

Disposal Authority  
Schedule, Item No.,  
Disposal Date

---

9 of 13

Property Held Records    Closed 1990  
55501 - 58000

971-02-A-5  
Item 02-21  
Disposal Date  
12/2005

10 of 13

Property Held Records    Closed 1990  
58001 - 60500

11 of 13

Property Held Records    Closed 1990  
60501 - 62900

12 of 13

Property Held Records    Closed 1990  
63101 - 65000

13 of 13

Property Held Records    Closed 1990  
65001 - 65900  
74701 - 76000





**RECORDS TRANSMITTAL AND RECEIPT**

410 799 8532

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 706-1579)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

(CORRECTION - 4 Additional Boxes)

<b>A. AGENCY</b> 1. Maryland Higher Education Commission	<b>ACCESSION NO.</b>  00W 1167	<b>DATE REC'D</b> 4-26-00
<b>B. DIVISION/UNIT</b> Planning & Academic Affairs		<b>SM CODE</b> 28-04-39.01
<b>C. MAILING ADDRESS</b> Jeffrey Building 16 Francis Street Annapolis, MD 21401	<b>LOCATION</b> RANGE SECTION(S) 3 24	<b>NO. OF CU. FT.</b>  10
<b>D. PHONE NO.</b>  (410) 974-2971	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box AA 1	Roberts Institute of Hair Design - Langly Park	<del>01/2004</del> - Disposal Schedule No. 1834 Item No. 02, B  <del>1/2005</del> 1/2006  Disposal 3-7-06 Q
Box BB 2	Deisel Institute of America (Baltimore)	
Box CC 3	Deisel Institute of America (Cheverly)	
Box DD 4	Deisel Institute of America (Cheverly)	
Box EE 5	Deisel Institute of America (Cheverly)	
Box FF 6	GSTF (Guarantee Student Tuition Fund) Printout of PCS	
Box GG 7	Northwest Beauty School	
Box HH 8	Northwest Beauty School	
Box II 9	Northwest Beauty School	
Box JJ 10	Northwest Beauty School	

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 876, ANNAPOLIS, MD. 20704 (TELEPHONE - 786-1376)

11:11  
 To Accty  
 changed by  
 [Signature]

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Maryland Higher Education Commission		<b>ACCESSION NO.</b>  00W1268		<b>DATE REC'D</b> 5-19-00	
<b>B. DIVISION/UNIT</b> Planning & Academic Affairs				<b>FM CODE</b> 28-0439.01	
<b>C. MAILING ADDRESS</b> Jeffrey Building 16 Francis Street Annapolis, MD 21401		<b>LOCATION</b> <b>RANGE</b> <b>SECTION(S)</b> 2                      29		<b>NO. OF CU. FT.</b> 26	
<b>D. PHONE NO.</b> (410) 974-2971		<b>RECORDS CENTER MANAGER</b>			
<b>E. AGENCY OFFICIAL</b>		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>			

1. BOX NUMBERS	2. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box A 1	General Communication Inc. (Hearing) Ron Thomas School - Student Letters & LNB	01/2004 - Disposal Schedule No. 1834 Item No. 02, B
Box B 2	Profressive Styling Barber (Attendance Records/Ledger Bks)	1/2005 1/2006  Disposed 3-7-06 [Signature]
Box C 3	NETTTS (New England Tractor Trailer Training School)	
Box D 4	NETTTS " " " " " "	
Box E 5	NETTTS " " " " " "	
Box F 6	Governors Commission on Technology	
Box G 7	APSAC - years 1987 - 1990 (?)	
Box H 8	General Communication Inc. - Historical Files 1982-1995	
Box I 9	PTC School	
Box J 10	National Training Systems (NTS) Hearing Exhibits/Transcripts	
Box K 11	National Training Systems (NTS) Student Information Form 1980-93	
Box L 12	National Training Systems	
Box M 13	General Communications Inc. (GCI)	
Box N 14	General Communications Inc. (GCI)	

**UNCLASSIFIED CONFIDENTIAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 876, JESSUP, MD, 20794 (TELEPHONE - 700-1879)

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Maryland Higher Education Commission		<b>ACCESSION NO.</b>  00W1268		<b>DATE REC'D</b> 5-19-00	
<b>B. DIVISION/UNIT</b> Planning & Academic Affairs				<b>ISM CODE</b> 39.01	
<b>C. MAILING ADDRESS</b> Jeffrey Building 16 Francis Street Annapolis, MD 21401		<b>LOCATION</b> <b>RANGE SECTION(S)</b> 2 29		<b>NO. OF CU. FT.</b> 26	
<b>D. PHONE NO.</b> (410) 974-2971		<b>RECORDS CENTER MANAGER</b>			
<b>E. AGENCY OFFICIAL</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
Box O 15	PTC School / and Sutton Business School	01/2004 - Disposal Schedule No. 1834 Item No. 02,B  1/2006
Box P 16	Woodridge Business Institute	
Box Q 17	Woodridge Business Institute - Current Students	
Box R 18	Woodridge - Current Students - Currents Students	
Box S 19	Creative Nails Inc. - Current Students, etc..	
Box T 20	Creative Nails Inc. - Students, etc.	
Box U 21	Various Schools: Shippers Choice/MICIM/MD Inst. of Tech/Meany Ctr f/ Labor Studies, etc/ Corresp.	
Box V 22	Closed Schools (various): LaContinental Beauty Acad./ NBS Automotive Hair Academy Glen Burnie/ American Inst. Paralegal National Acad. for Paralegal Stds., etc.	
Box W 23	Jewels Beauty School / and International Beauty School/ & Nat. Academy of Paralegal Studies	
Box X 24	Advance Career Training (ACT)	
Box Y 25	Technical Education Center (TEC)	
Box Z 26	Technical Education Center (TEC)	



E /

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D 5-20-02
B. DIVISION/UNIT Office of Assistant Secretary		02W1119	RM CODE <del>28.04</del> 39.01
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401		LOCATION RANGE SECTION(S) 22 13	NO. OF CU. FT. 2
D. PHONE NO. (410) 260-4506		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Maria Gomas		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER <i>[Signature]</i> - 3/8/06	

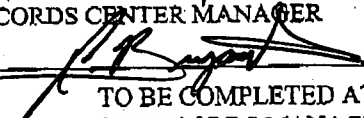
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 1 of 2	Administration (Ann Walker) 4/98 - 12/2000 Task Force on Governance and State Plan 99-2000 (writing grove, resolution S6682)	Disposal Date 4/2005 Schedule 611 item 3
Box 2 of 2	Administration (Ann Walker) FY 01 - FY 02 Budget FY 01 - FY 02	Disposal Date <del>12/2005</del> Sche 611 item 3 Jan 2006



**RECORDS TRANSMITTAL AND RECEIPT**

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

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

<b>A. AGENCY</b> 1. Maryland Higher Education Commission	ACCESSION NO.	DATE RECD <b>10-18-02</b>
<b>B. DIVISION/UNIT</b> Office of Administrative Services	<b>03W1249</b>	RM CODE <b>39.01 28.04</b>
<b>C. MAILING ADDRESS</b> 839 Bestgate Road, Suite 400 Annapolis MD 21401	LOCATION RANGE SECTION(S) <b>28 14</b>	NO. OF PAGES FT. <b>10</b>
<b>D. PHONE NO.</b> (410) 260-4515	RECORDS CENTER MANAGER  <b>5-8-06</b>	
<b>E. AGENCY OFFICIAL</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 10	OAS 99 Scholarship Detail	Disposal Date: <del>10/2005</del> Schedule No. 1885
2 of 10	OAS Scholarship H-T	<b>Jan. 2006</b>
3 of 10	Administrative Service 7/99/99-9/17/99 Transmittals 99072597-00010357	
4 of 10	Admin Service 7/29/99-2/14/00 Transmittals 00004313-00041821	
5 of 10	Office of Admin Svc FY 00 Accruals, MCI 99-00, Centrex, Working Fund	



RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO.	DATE RECD 10-18-02
B. DIVISION/UNIT Office of Administrative Services		03W249	RM CODE 28.02
C. MAILING ADDRESS 839 Bestgate Road, Suite 400 Annapolis MD 21401		LOCATION RANGE SECTION(S) 28 14	NO. OF CU. FT. 10
D. PHONE NO. (410) 260-4515		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	
6 of 10	Admin Services 2/15/00-3/28/00 Transmittals 2/15/00-3/28/00, 00042193-00050826	Disposal Date: 10/2005 Schedule No.: 1885	
7 of 10	Off Admin Svc 00035950-00071432 Transmittals, Garret, PG, Harford, Carroll		
8 of 10	Office of Admin Services Monthly Repts		
9 of 10	Admin Svcs 11/15/99 to 8/21/00 Transmittals 00025078-00036318, JA0004-4003 JT Journals		
10 of 10	Administrative Svc 7/20/99 IV008337-IV008485, IA0010001-IA001001021, JG000002-JG003000		